



This is a digital copy of a book that was preserved for generations on library shelves before it was carefully scanned by Google as part of a project to make the world's books discoverable online.

It has survived long enough for the copyright to expire and the book to enter the public domain. A public domain book is one that was never subject to copyright or whose legal copyright term has expired. Whether a book is in the public domain may vary country to country. Public domain books are our gateways to the past, representing a wealth of history, culture and knowledge that's often difficult to discover.

Marks, notations and other marginalia present in the original volume will appear in this file - a reminder of this book's long journey from the publisher to a library and finally to you.

Usage guidelines

Google is proud to partner with libraries to digitize public domain materials and make them widely accessible. Public domain books belong to the public and we are merely their custodians. Nevertheless, this work is expensive, so in order to keep providing this resource, we have taken steps to prevent abuse by commercial parties, including placing technical restrictions on automated querying.

We also ask that you:

- + *Make non-commercial use of the files* We designed Google Book Search for use by individuals, and we request that you use these files for personal, non-commercial purposes.
- + *Refrain from automated querying* Do not send automated queries of any sort to Google's system: If you are conducting research on machine translation, optical character recognition or other areas where access to a large amount of text is helpful, please contact us. We encourage the use of public domain materials for these purposes and may be able to help.
- + *Maintain attribution* The Google "watermark" you see on each file is essential for informing people about this project and helping them find additional materials through Google Book Search. Please do not remove it.
- + *Keep it legal* Whatever your use, remember that you are responsible for ensuring that what you are doing is legal. Do not assume that just because we believe a book is in the public domain for users in the United States, that the work is also in the public domain for users in other countries. Whether a book is still in copyright varies from country to country, and we can't offer guidance on whether any specific use of any specific book is allowed. Please do not assume that a book's appearance in Google Book Search means it can be used in any manner anywhere in the world. Copyright infringement liability can be quite severe.

About Google Book Search

Google's mission is to organize the world's information and to make it universally accessible and useful. Google Book Search helps readers discover the world's books while helping authors and publishers reach new audiences. You can search through the full text of this book on the web at <http://books.google.com/>

TX 428.2 .L863

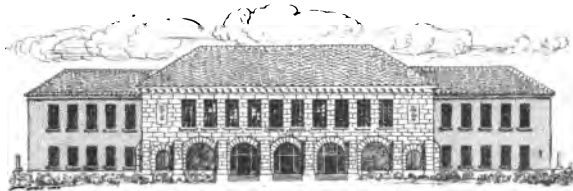
Loomis, Henry Thomas,
Spelling and letter writing : for use in

Stanford University Libraries



3 6105 04919 8984

WRITING
Spelling.



SCHOOL OF EDUCATION
LIBRARY

TEXTBOOK
COLLECTION



STANFORD UNIVERSITY
LIBRARIES

SPELLING

AND

LETTER WRITING

FOR USE IN

Commercial Schools, Normal Schools,
Colleges, Academies, and
High Schools.

H.T. Loomis



TWO HUNDRED AND TWENTIETH THOUSAND.

590979
C
PREFACE.

To a young man or a young woman who seeks employment in business, or who would have a practical education, no subject can be of more importance than spelling.

Any person expecting to succeed in business should at least be able to spell correctly and write a good letter. Correct spelling, beautiful writing, and careful arrangement, in letters, are like correct pronunciation of well chosen words; or like neat-fitting, clean-looking clothes,—they are a valued and an impressive introduction.

While one may not always receive the credit to which he is entitled for spelling correctly, he is sure to suffer humiliation and loss if he spells incorrectly.

A great deal of time and thought was devoted to the preparation of this text-book, and it is, therefore, with much satisfaction that the author observes its growing popularity.

Entered according to Act of Congress, in the year 1889, by
The Practical Text Book Company,
in the Office of the Librarian of Congress, at Washington.

Copyrighted, 1897, by The Practical Text Book Company.

Copyrighted, 1902, by The Practical Text Book Company.

INDEX.

Agriculture	29	Geography	53
Animals	101	Government	42
Annoyance	68	Groceries	25
Architecture	30, 31	Hardware	21, 22
Arithmetic	49, 50	Hatred	83
Authority	43, 44	Homophonous Words	17, 21, 25, 30
Birds	102	34, 41, 47, 52, 56, 62, 67, 73, 79, 85, 90,	
Bookkeeping	18	95, 101, 104, 106.	
Business	10-15	Human Body	36
City	111	Humor	96
Cities of U. S.	112-114	Injury	68
Cities, Foreign	116-118	Insects	103
Clothing	20	Intemperance	84
Color	100	Joy	95
Confusion	66	Kindness	84
Conversation	86, 87	Law	37-40
Crimes and Criminals	41	Laziness and Fatigue	55
Death	93	Lineage	81
Dictation Exercises	10, 15, 26, 19,	Lines and Forms	51
20, 24, 27, 29, 31, 35, 40, 42, 46, 48, 52,		Literature	62, 63
54, 55, 56, 61, 64, 67, 69, 70, 72, 74, 76,		Manners	79-81
78, 82, 84, 85, 87, 89, 91, 93, 97, 99, 103,		Men	76
106, 111, 118.		Mind	59-61
Disaster	69	Miscellaneous	15, 19, 23, 27, 31, 37,
Disease	34, 35	45, 49, 54, 59, 64, 69, 75, 82, 87, 92, 98,	
Drugs	32	110.	
Dry Goods	19	Months and Days	118
Expenditure	18	Motion	54
Festivity	97	Music	55
Finished	94	Mystery	92
Fire and Fuel	57	Nations	78
Fish and Fowl	26	Navigation	71
Flowers	98, 99	Oratory	46
Food	26	Orthography	9
Fruit	28	Persons	77
Furniture	57	Physics	33

Pictures	58	States and Territories	114-116
Politics	44	Stationers' Goods	23
Praise	82, 89	Temper and Disposition	83
Precious Stones	105	Theatre	96
Quantity	106	Time	73, 74
Religion	90, 91	Traveling	70
Requiring Careful Discrimina- tion	107-110	Trees	100
Schools	45, 46	Vegetables	28
Sciences	47, 48	Vehicles	71
Size	104	Vocations	16
Skill	17	War or Military Service	65, 66
Society	75	Wind and Weather	72
Sorrow	94	Women	76
		Writing	24

INTRODUCTION.

Had we believed, with a celebrated congressman—not noted for skill in orthography—that “spelling is very small business,” this book would not have been published. Considering the subject *important*, we have earnestly endeavored to prepare a work that should present it in the most attractive, interesting, and useful manner.

The words have been selected with great care, our aim being to give only words in common use, and those that are liable to be misspelled. They are arranged alphabetically, marked diacritically, divided into syllables, and classified according to their meaning. This classification makes the study of the lessons more interesting and at the same time gives a knowledge of the correct use of the words. There is no better way of acquiring discrimination in the use of words than by the study of synonyms, and many of these are grouped in lessons as a result of this method of classifying.

The parts of speech have been indicated in accordance with the definitions given. Only one, two, or at most three words have been selected from a series of words derived from the same root, varying slightly in spelling or definition.

The dictation exercises are on the same subject as the respective lessons, and are the best thoughts of the best writers. They will add interest to the spelling lesson, and afford excellent practice in penmanship, and the spelling of short and common words. They may also be used as gems of thought to be recited in concert by the class, reading from the open book, or be committed to memory, by each pupil, and recited individually.

The definitions are short and comprehensive, and of the words in their most common use. It is as important to know what a word means as how to spell it.

Webster's International Dictionary has been used as the authority in spelling, defining, and pronunciation.

The key to pronunciation, carefully studied, will enable the student to know, from a glance at its diacritical marks, the right pronunciation of a word. Correct pronunciation is quite as important as correct spelling.

The geographical names include some of the largest cities in the world, and those most difficult to spell. In a work of this kind it is impossible to give a very extensive list, as the number of geographical words is almost limitless.

Capital letters have been used to begin words wherever required, and the lessons should be written in this respect as printed.

The use of the book may be varied to suit the taste of the teacher and needs or qualifications of the pupils. We might suggest that spelling "by ear" is not a good method where the orthography is as arbitrary and inconsistent as in the English language. We only need to spell when we *write*, and not when we pronounce words. The dictation exercises should be read through first by the teacher, and again slowly, while the pupils write. The short quotations may be written at the beginning of each lesson, and the long dictation exercises, as lessons, in the order they are given. The teacher should read the definitions of each of the classified words, after he pronounces the word. If the school is small, the teacher, or some one selected by him, may correct the lessons. In large classes, the students might exchange blanks and correct each other's work. A check mark should be placed opposite each misspelled word, and under each error in spelling, capitalization, or punctuation of the dictation exercises. One hundred per cent. may be taken as the standard of perfection, and five per cent. deducted for each mistake. It is well to keep a record of each pupil's work, for which purpose the books should be collected after each lesson, and returned just before the beginning of the next.

To the student.—We suggest that in studying the lessons you note carefully the definitions, and endeavor to learn the meaning of the words as well as how to spell them. *Use great care* in writing your lessons, with a view to neatness, legibility, and good penmanship. You will thus make the spelling lesson a valuable writing lesson, and form habits of the greatest importance in business life.

RULES FOR SPELLING.

[Most rules for spelling have so many exceptions they are not of much use. The following may prove of some assistance.]

1. Monosyllables and words accented on the last syllable, when ending in a single consonant (except *h* and *x*) preceded by a single vowel, double the final consonant when a syllable is added: as, *clan*, *clannish*; *plan*, *planned*; *hat*, *hat'ter*; *prefer*', *preferred*'. When the accent of the primitive is thrown back upon another syllable, the final letter is not doubled: as, *prefer*', *preference*; *refer*', *reference*; *defer*', *deference*. The following are exceptions: *infer'able*, *transfer'able*, *chagrin'ed*.

2. A consonant standing at the end of a word immediately after a diphthong or double vowel is never doubled: as, *ail*, *haul*, *door*, *maim*; the word *guess* is the only apparent exception, as the *u* does not strictly form a diphthong with the *e*, but serves only to render the *g* hard.

3. The plural of nouns ending in *y*, when *y* is preceded by a consonant, is formed by changing *y* into *i* and adding *es*: as, *lily*, *lilies*; *lady*, *ladies*. When *y* is preceded by a vowel, the plural is formed by adding *s*: as, *valley*, *valleys*.

4. The word *full*, used as an affix, always drops one *l*; and its compounds form their plurals by adding *s* to the singular: as, *handful*, *handfuls*.

5. Words formed by prefixing one or more syllables to words ending in a double consonant, retain both consonants: as, *be'fall*, *rebuff*. The exceptions are, *withal*, *annul*, *until*; also *fulfill* and *instill*, which may be written *fulfil*, *instil*.

6. In derivatives formed from words ending with silent *e*, the *e* is generally retained when the termination begins with a consonant: as, *pale*, *pale'ness*; *hate*, *hate'ful*; *move*, *move'ment*; when the *e* is immediately preceded by another vowel (except *e*), it is often dropped from the derivative: as, *due*, *duly*; *true*, *truly*; *awe*, *awful*. The words *wholly*, *nursling*, *wisdom*, *abridgment*, *acknowledgment*, *lodgment*, and *judgment* are exceptions. When the affix begins with a vowel, the *e* is generally omitted: as, *bride*, *bridal*; *use*, *usage*; the *e* is retained in the words *hoeing*, *shoeing*, *toeing*, *dyeing*, *singeing*, *tingeing*.

KEY TO PRONUNCIATION,

AND ABBREVIATIONS.

VOWELS.

LONG SOUNDS.

ā, long, as in grāy, āle.
ē, long, as in pēace, ēve.
ī, long, as in fine, ice.
ō, long, as in nōte, ōld.
ū, long, as in tūbe, ūse.
ȳ, long, as in style, flȳ.

SHORT SOUNDS.

ă, short, as in făt, hăve.
ĕ, short, as in ĕnd, chĕck.
ĭ, short, as in ill, fĭn.
ĕ, short, as in nĕt, tĕrrid.
ŭ, short, as in ŭs, stŭdy, tŭb.
ȳ, short, as in gȳst, trȳst, abȳss.

OCCASIONAL SOUNDS.

â, as in âir, fâre, pâir.
ă, Italian, as in ârm, fâther, fâr.
â, as in âsk, pâss, dânce.
ą, broad, as in ąll, tąlk, swąrm.
ą, like short ō, as in whąt, wąnder.
ê, like â, as in êre, hêir, whêre.
ę, like â, as in ęight, pręy.
ê, as in vêrge, êrmĭne.
î, like long ē, as in plique, police.
ł, like ê, as in thĭrsty, ĭrksome.

ó, like short ŭ, as in dŏne, sŏn.
q, like long ōō, as in dq, mŏve.
q, like short ōō, as in wŏlf, wŏman.
ô, like broad ą, as in ôrder, stôrk.
ōō, as in mŏon, fŏod.
ōō, as in bŏok, wŏol, fŏot.
ŭ, preceded by r, as in rŭde, rŭral.
ŭ, like short ōō, as in fŭll, pŭt, pŭsh.
û, as in ûrge, bûrn, fûrl.

REGULAR DIPHTHONGAL SOUNDS.

oi*, oy*, as in oll, toy. | ou*, ow*, as in out, owl.

CONSONANTS.

ç, soft, like s, sharp, as in . . . çède, çĭte.
c, hard, like k, as in . . . call, succĕss.
ch, soft, like sh, as in chaise, machĭne.
ch, hard, like k, as in chorus, epoch.
ġ, hard, as in . . . ġet, tġer, begĭn.
ġ, soft, like j, as in ġem, engine, elegy.
s*, sharp, as in . . . same, yes, rest.
g, like x, as in . . . hag, amuse, reside.

th*, sharp, as in . . . thing, breath.
th, flat or vocal, as in . . . thine, smooth.
ng*, as in sing, single.
n, as in link, uncle.
x, like gz, as in . . . exist, example.
ph*, like f, as in . . . phantom, sylph.
qu*, like kw, as in . . . queer, quail.
wh*, like hw, as in what, when, awhile.

*Unmarked.

ABBREVIATIONS.

a. adjective; adv. adverb; n. noun; pl. plural; p. p. participial past; prep. preposition; v. verb; v. i. verb intransitive; v. t. verb transitive.

WORDS, DEFINITIONS, AND DICTATION EXERCISES, FOR PRACTICE IN Spelling, Defining, and Writing.

LESSON I.

ORTHOGRAPHY.

Now the old schoolhouse is banished, like so many of its race,
To the elements that wrought it—and a new one holds its place;
And the spellers write their words down, with a chance their parents lacked,
For as Bacon hints, " 'Tis writing that must make a man exact."—*Carleton*.

- | | |
|--|---|
| <p>æc-cēt, <i>n.</i> Stress of voice on one syllable of a word more than another.</p> <p>āf'-fix, <i>n.</i> A syllable added to the end of a word.</p> <p>āl'-phā-bet, <i>n.</i> The letters of a language arranged in the customary order.</p> <p>œn'-so-nant, <i>n.</i> An articulate sound usually combined and uttered with a vowel sound.</p> <p>dē-riv'-a-tive, <i>n.</i> A word formed from another word.</p> <p>dī-a-erit'-ic-al marks, <i>n. pl.</i> Marks used to indicate the sounds of letters, and aid in pronunciation.</p> <p>dī'-grāph, <i>n.</i> A union of two vowels in one syllable and one sounded.</p> <p>dīph'-thong (dīf'-thong), <i>n.</i> Union of two vowel sounds in one syllable.</p> <p>dīs-syl'-la-ble, <i>n.</i> A word of two syllables.</p> | <p>mōn'-o-syl-la-ble, <i>n.</i> Word of one syllable.</p> <p>ōr'-tho-e-py, <i>n.</i> Correct pronunciation of words.</p> <p>ōr'-thōg'-ra-phy, <i>n.</i> Naming the letters of a word in their order.</p> <p>pōl'-y-syl-la-ble, <i>n.</i> A word of four or more syllables.</p> <p>prē'-fix, <i>n.</i> A syllable placed before a word.</p> <p>prim'-i-tive, <i>n.</i> Not derived from any other word.</p> <p>tri'-grāph, <i>n.</i> A union of three vowels in a syllable representing a single sound.</p> <p>tri-syl'-la-ble, <i>n.</i> A word of three syllables.</p> <p>syl'-la-ble, <i>n.</i> A letter or letters uttered at a single impulse of the voice.</p> <p>vow'-el, <i>n.</i> A letter uttered at a single impulse of the voice.</p> <p>word, <i>n.</i> The sign of an idea, either written, printed, or spoken.</p> |
|--|---|

LESSON 2.

DICTATION EXERCISE.

There they stood, like young globe batters, with no salary enriched,
 Waiting for the words momentous that the dexterous teacher pitched.
 And he hurled the first one at them, like a nicely twisted ball,
 While the catcher just behind them was the horny-handed wall;
 The first boy struck and missed it, and his face was deeply vexed
 As the teacher scowled a cyclone, and vociferated "next."
 Then a fair-haired maiden tried it with some sympathetic aid,
 And avoiding certain blunders that her predecessor made;
 But she happened, too, to wander from the orthographic text,
 And the teacher smiled in pity, as he softly murmured "next."
 Then a cross-eyed boy struck at it, who to this day spells by ear,
 And a red-haired girl attacked it, with her pale eyes full of fear,
 And the word flew on, till one boy, very ignorant but sharp-eyed,
 Spelled it by the only method that had not as yet been tried.
 Then the teacher smiled approval, and with satisfaction said,
 "That is right, my studious scholar, you can go up to the head."—*Carleton*.

LESSON 3.

WORDS USED IN BUSINESS.

No man is born into the world, whose work is not born with him; there is always work and tools to work withal, for those who will.—*Lowell*.

ae-çept'-ânçe, n. Bill of exchange, when accepted.

ae-erəd'-it, v. t. To give confidence or trust to.

ăe-erçe', v. i. To increase; to augment.

ăe-eñ'-mu-lâte, v. t. To collect or bring together.

ăd-ver'-tise-ment, or ăd-ver-tise'-ment, n. A public notice.

ăd-vig'-a-ble, a. Prudent.

a-măn-ti-ên'-sis, n. One who writes what another dictates, or copies what another has written.

ă-măss', v. t. To accumulate.

ăs-siğn-ēe', n. One to whom an assignment is made.

bănk'-rŭpt-çy, n. The state of being insolvent.

băr'-gain, n. A gainful or satisfactory transaction.

băr'-ter, v. t. To exchange.

bo-năn'-zâ, n. Any successful venture.

bônd, n. The writing by which a person binds himself to pay a certain sum of money by a given date, under certain conditions.

bŭl'-le-tin, n. Official report.

bŭl'-lion, n. Uncoined silver or gold.

bugi'-ness (bîz'-nes), n. Employment; occupation.

bŭs'-tle, n. Great stir.

bug'-y (bîz'-y), a. Not at leisure.

eăp'-i-tal-ist, n. A man who has capital or stock in trade; usually a man of large property.

LESSON 4.

Words used in Business.

"Our thoughts are ever forming our characters, and whatever they are most absorbed in will tinge our lives."

eär'-go, n. Load; freight.

eäsh-lër', n. One who has charge of money.

ehär'-äe-ter, n. The estimate which is put upon a person or thing.

chärge'-a-ble, a. Capable of being charged.

chëat, v. t. To defraud.

chëek, n. An order for money, on a bank, payable on sight.

elëar-ing house, n. The place where the business of clearing is carried on.

elër'-le-al, a. Relating to a clerk or copyist.

eöf'-fer, n. A chest or trunk for keeping money in.

eain, n. A piece of metal on which certain characters are stamped, making it legally current as money.

eöl-lät'-er-al, n. Security given in addition to promise.

eöm-bi-nä'-tion, n. Association; alliance.

eöm'-mërçe, n. The exchange of merchandise on a large scale between different countries or places.

eöm-mër'-cial, a. Relating to trade.

eöm-mis'-sion, n. Allowance made to an agent for transacting business.

eöm-mit'-tëe, n. Persons specially appointed to manage any business.

eöm'-pa-nÿ, n. A corporation; a firm.

eöm'-pën-säte, v. t. To remunerate.

eöm'-pe-tent, a. Answering all requirements.

eöm-pe-ti'-tion, n. Common strife for the same object.

LESSON 5.

Words used in Business.

Fortune is ever seen accompanying industry, and is as often trundling in a wheelbarrow as lolling in a coach and six.—*Goldsmith.*

eöm-pu-tä'-tion, n. Reckoning.

eön-sign-ëe' (-sä-nee'), n. A person to whom goods are delivered in trust.

eön-sign'-or, n. One who consigns.

eo-öp'-er-äte, v. i. To concur in action.

eo-pärt'-ner-ship, n. A joint interest in any matter.

eör-po-rä'-tion, n. A body politic, allowed by law to act as an individual.

eoun'-ter-feit, n. A likeness; an imposter.

equ'-pon, n. An interest certificate attached to a bond.

ere-dën'-tials, n. pl. That which gives credit.

erëd'-it-or, n. One who credits or trusts.

eür'-ren-çy, n. That which is given or taken as representing value.

eüs'-tom-house, n. The house where duties are paid

däm'-äge, n. Injury; loss of value.

dëal'-er, n. One who deals or trades.

dëbt'-or, n. One who owes another.

dëf'-al-eä-tor, n. One who embezzles money left in his care.

de-fäult'-er, n. One who fails to account for public money left in his care.

de-fi'-clën-çy, n. Inadequacy; imperfection.

de-fräy', v. t. To pay or discharge.

de-prë'-ci-ate (-shä-äte), v. i. To fall in value.

LESSON 6.

Words used in Business.

In human life there is constant change of fortune, and it is unreasonable to expect an exemption from the common fate. Life itself decays, and all things are daily changing.—*Plutarch*.

dis-burse', *v. t.* To pay out.

dis-erēp'-an-gy, *n.* Variance; inconsistency.

dis-hōn'-est, *a.* Faithless; fraudulent.

draw-ēe', *n.* One on whom an order or bill of exchange is drawn.

draw'-er, *n.* One who draws a bill of exchange.

ēl'-e-vā-tor, *n.* A mechanical contrivance for lifting persons or freight to an upper floor.

ēm-bēr'-zle, *v. t.* To appropriate by breach of trust.

ēm'-is-sa-ry, *n.* A person sent on a private mission.

ēm-ploy-ē', *n.* One who is employed.

ēm-pō'-ri-ūm, *n.* Center of an extensive trade.

ēn'-ter-prise, *n.* An undertaking.

ēs-tāb'-lish, *v. t.* To found.

ēx-āct'-ness, *n.* Accuracy; precision.

ēx-chānge', *v. t.* To give and take; to swap.

ēx-pense', *n.* Outlay; cost.

ēx'-pōrt, *n.* A commodity sent abroad.

fi-nānce' (-nans), *n.* Revenue; income.

fin-ān-çiēr', *n.* One who is skilled in money matters.

firm, *n.* Partnership.

fūe'-tu-āte, *v. i.* To be wavering or unsteady.

LESSON 7.

Words used in Business.

Yet still there whispers the small voice within,
Heard through gain's silence and o'er glory's din:
Whatever creed be taught or land be trod,
Man's conscience is the oracle of God.—*Byron*.

fōr'-elgn, *a.* Not native; remote.

fōr'-felt, *v. t.* To lose the right to, by some misdeed, fault or offense.

fōr'-ger-y, *n.* Producing an imitation, to deceive or defraud.

fraud'-u-lent, *a.* Containing fraud.

freight, *n.* Cargo.

grān'-tēe', *n.* One to whom a grant is made.

grānt'-or, *n.* One by whom a grant is made.

guār-an-tēe', *v. t.* To make sure; to warrant.

hōn'-est-y, *n.* Trustiness; integrity.

im-pōrt', *v. t.* To bring from abroad.

in-āe'-eu-ra-gy, *n.* Mistake; error.

in-eōm'-pe-tent, *a.* Insufficient; unfit.

in-eor-rōet', *a.* Inaccurate; faulty.

in-erēase', *v. t.* To extend; to spread.

in-dēbt'-ed, *a.* Under obligation.

in-dēm-ni-fy, *v. t.* To make good.

in-dēn'-ture, *n.* A mutual agreement in writing.

in-dōr-sēe', *n.* The person to whom a note or bill is indorsed or assigned by indorsement.

in-dōrs'-er, *n.* The person who indorses.

in-dūs'-tri-ōus, *a.* Diligent in business or study.

LESSON 8.

Words used in Business.

Next to knowing when to seize an opportunity, the most important thing in life is to know when to forego an advantage.—*D'Israeli.*

in-sōl'-ven-gy, n. Without means to discharge debts.

in-tēg'-ri-ty, n. Honesty.

in'-vén-to-ry, n. A list or account of goods and chattels.

in-vést'-ment, n. Laying out of money in property of a permanent nature.

in'-voíce, v. i. To insert in a priced list.

jōb'-ber, n. One who buys goods from importers and sells to retailers.

joint'-ly, adv. Together.

lēs-sēe', n. One to whom a lease is given.

lū'-ere, n. Gain in money or goods.

mām'-mon, n. Riches; wealth.

mār'-gin, n. Difference between the cost and selling price of an article.

ma-tū'-ri-ty, n. Arrival of the time fixed for payment.

mēr'-ean-tile, a. Buying and selling of commodities

mēr'-çe-na-ry, a. Governed by greediness of gain.

mēr'-chan-dise, n. The objects of commerce.

mēth'-od, n. A regular way of doing anything

mēt-ro-pōl'-i-tan, a. Belonging to a metropolis.

mil'-li-nēr-y, n. Articles sold by a milliner.

mil-lion-āire', n. One whose wealth is counted by millions.

mis-cel-lā'-ne-ōūs, a. Consisting of several kinds.

LESSON 9.

Words used in Business.

"Be not amazed at life. 'Tis still
The mode of God with his elect,
Their hopes exactly to fulfill,
In times and ways they least expect."

mo-nōp'-o-list, n. One who takes the whole of anything.

ne-gō'-ti-a-ble (-gō-shi-), a. Transferable by endorsement to another person.

nīek'-el, n. A coin; a greyish white metal, very ductile and malleable.

ōp'-er-ā'-tion, n. Mode of action.

ōp'-er-ā'-tor, n. One who produces an effect.

ōp'-u-lence, n. Wealth, affluence.

pār'-cel, n. A small package.

pārt'-ner, n. One who acts, suffers or enjoys with another.

pāt'-ent, n. A writing securing exclusive right to a person.

pā'-tron, n. One who supports or protects.

pāy'-a-ble, a. Justly due.

pāy-ēe', n. The person to whom money is to be paid.

pāy'-er, n. One who pays.

pe-cū'-ni-ōūs, a. Full of money.

pēn'-sion, n. An annual allowance given from the public treasury.

pēr-suāde' (-swād), v. i. To influence by argument.

pe-ti'-tion, n. A request, an entreaty.

plēdge, v. i. To give as security.

pōl' i-gy, n. System of management; stratagem.

pōs-sēs'-sion, n. Ownership; having in one's power.

LESSON 10.

Words used in Business.

Be noble ; and the nobleness that lies
In other men sleeping, but never dead,
Will rise in majesty to meet thine own.— *Lowell.*

prĕ'-mĭ-ŭm, n. A prize to be won by competition; something given for the loan of money.

prĕm'-ĭs-so-ry, a. Containing a promise of something to be done.

pro-pŏr'-tion, n. Symmetrical distribution.

prŏp-o-gĭ'-tion, n. Offer of terms.

pro-pri'-e-tor, n. An owner.

prŏs'-per-oŭs, a. Successful.

pŭnet'-u-al, a. Adhering to the exact time of an appointment.

pŭr'-chas-a-ble, a. Capable of being bought.

qual'-i-fied, a. Fitted by accomplishments.

rās-eāl'-i-ty, n. Base fraud.

rĕs'-son-a-ble, a. Within due limits; just.

re-bāte', v. t. To deduct from.

rĕ-ċĕipt' (-sĕet), n. Acknowledgment of payment.

re-ċĕiv'-er, n. One who receives or takes.

rĕe-om-mĕnd', v. t. To put in a favorable light before anyone.

rĕe'-om-pĕnse, n. Reward; compensation.

rĕe'-ti-fy, v. t. To make right.

re-dĕem'-a-ble, a. Purchasable or payable in gold and silver.

rĕf'-er-ĕe', n. One to whom a thing is referred.

re-li'-a-ble, a. Trustworthy.

LESSON 11.

Words used in Business.

Sum up at night what thou hast done by day,
And in the morning what thou hast to do.
Dress and undress thy soul.— *Herbert.*

re-mĭt'-tāŋce, n. The sum or thing remitted.

re-mŭ-ner-ā'-tion, n. An equivalent given for service.

re-sŏurċe', n. Funds; dependence.

re-spĕċ'-tive-ly, adv. Relating to each.

re-spŏn'-si-ble, a. Accountable.

rĕs-tĭ-tŭ'-tion, n. Making good a loss or injury.

sĕe'-re-ta-ry, n. One employed to write letters, etc., and transact other business.

sāl'-a-ble, a. In good demand.

sāl'-a-ry, n. The amount agreed upon, to be paid for one's services.

sāles'-man, n. One who sells anything.

sehĕd'-ĭle (skĕd'-yul), n. A document, list, or catalogue.

sehĕme, n. A design; a project.

se-eŭ'-ri-ty, n. One who becomes surety for another.

sĕiz'-a-ble, a. Liable to be taken.

shĭl'-ĭng, n. An English coin equal to twelve pence.

ship'-ment, n. Goods that are shipped.

shrewd'-ly (shrud'-ly), adv. With good guess; sagaciously.

shrink'-age, n. Reduction in bulk or dimensions of anything.

sŏl'-vent, a. Able to pay all just debts.

stew'-ard (stŭ-), n. An officer of a boat, church, or college.

LESSON 12.

Words used in Business.

"We worldly men, when we see friends and kinsmen
Past hope sunk in their fortunes, lend no hand
To lift them up, but rather set our feet
Upon their heads to press them to the bottom."

stī'pend, n. Settled pay for services.
stīp'-u-lāte, v. i. To settle terms.
stōck, n. Money invested in business.
sūe-cess'-ful, a. Prosperous; fortunate.
sure'-ty (shūr-), n. A bondsman.
swin'-dler, n. A cheat.
tāx-ā'-tion, n. A system of raising revenue.
tēs-ti-mō'-ni-al, n. A writing which testifies in favor of one's good conduct.
tōn'-nage, n. The whole amount of shipping estimated by tons.
trāf'-fīe, n. Commerce; trade.
trāns-āc'-tion, n. Performance of any business.

trib'-ūte, n. A personal contribution made in token of services rendered.
ūn-fōr'-tu-nate, a. Unlucky.
ūn-prōf'-it-a-ble, a. Useless; not profitable.
vā'-cān-cy, n. A place or post to be filled.
vāl'-ū-a-ble, a. Having value.
vāl'-ue, n. Rate or estimated worth.
wāre'-house, n. A store house for goods.
war'-rant, v. t. To indemnify against loss.
wēalth'-y, a. Rich.

LESSON 13.

DICTATION EXERCISE.

Literature, the ministry, medicine, the law and other occupations, are cramped and hindered for want of men to do the work, not want of work to do. When people tell you the reverse they speak that which is not true. If you desire to test this you need only hunt up a first-class editor, reporter, business manager, foreman of a shop, mechanic, or artist in any branch of industry, and try to hire him. You will find that he is already hired. He is sober, industrious, capable and reliable, and is always in demand. He cannot get a day's holiday except by courtesy of his employer or of his city, or of the great general public. But if you need idlers, shirkers, half-instructed, unambitious and comfort-seeking editors, reporters, lawyers, doctors, and mechanics, apply anywhere.—*Mark Twain.*

LESSON 14.

MISCELLANEOUS.

Formerly, when great fortunes were only made in war, war was a business; but now, when great fortunes are only made by business, business is war.—*Bovee.*

a-bān'-don, v. t. To forsake wholly; to renounce.
āb-brē'-vi-āte, v. t. To shorten.
āb'-di-eāte, v. t. To cast off; to renounce.

a-bōve'-bōard, adv. Without trick or deception.
a-bridge', v. t. To diminish.
ae-cept', v. t. To receive with favor
ae-cess' or āe'-cess, n. Admittance.

[REDACTED]

[REDACTED]

[REDACTED]

LESSON 17.

PERTAINING TO SKILL.

"There are two most valuable possessions which no search-warrant can get at, which no execution can take away, and which no reverse of fortune can destroy; they are what a man puts into his brain — KNOWLEDGE; and into his hands — SKILL."

a-bil'-i-ty, n. Power; skill.
a-dēpt', n. One skilled in any art.
a-droit', a. Ready in invention or execution.
eā'-pa-ble, a. Having ability.
eūn'-ning, n. Skill; dexterity.
dōx'-ter-oūs, a. Expert; skillful in contrivance.
ēf-fī'-eient, a. Energetic and useful activity.
ēx-pērt'-ness, n. Skill derived from practice.
ēx-pē'-ri-ençe, n. To train by practice; to try personally.
fa-çil'-i-ty, n. Ease in performance.

In-a-bil'-i-ty, n. Lack of power, strength or resources.
In-eā'-pa-ble, a. Incompetent, unfit, disqualified.
knāek, n. Habitual easiness of performance.
mān'-age-ment, n. Skillful treatment.
ma-nip'-u-lāte, v. t. To operate with the hands in a skillful manner.
ni'-çe-ty, n. Delicate management.
pōs'-si-ble, a. Capable of being done.
pro-fī'-eient, a. Well skilled.
skill'-ful, a. Able in management; well versed.
tōl'-er-a-bly, adv. Moderately well.

LESSON 18.

HOMOPHONOUS WORDS.

"Of all the good things in this good world around us,
 The one most abundantly furnished and found us
 And which, for that reason, we least care about,
 And can best spare our friends, is good counsel, no doubt."

Ā'-bel, n. The name of a man.
ā'-ble, a. Having ability or competency of any and every kind.
āil, v. i. To be sick.
āle, n. A kind of liquor.
āir, n. The atmosphere.
hēir, n. One who inherits.
aisle (il), n. A passage in a church.
isle, n. An island.
ānt, n. An insect.
āunt, n. A parent's sister.

āl'-ter, v. i. To make some change in.
āl'-tar, n. The communion table.
ās-çēnt', n. Motion upward.
ās-sēnt', n. Consent.
āte, v. t. Past of eat.
eight, n. A number.
āu'-ger, n. A carpenter's tool.
āu'-gur, v. t. To predict or foretell.
āwl, n. A shoemaker's tool.
āll, a. The whole quantity.

LESSON 19.

WORDS USED IN BOOKKEEPING.

Success in business is seldom owing to uncommon talents or original power which is untractable and self-willed, but to the greatest degree of commonplace capacity.—*Haslitt*.

ăe-count'-ant, n. One employed or skilled in keeping accounts.

ăe'-eu-ra-çy, n. Exactness.

ăg'-gre-găte, n. Whole amount.

ăn'-nu-al, n. Yearly.

băl'-ançe, n. The excess on one side added to the other to make equality.

băl'-ançe shēet, n. A paper giving a summary and balance of accounts.

blănk, a. Unwritten; white.

bōōk'-kēep-ing, n. The keeping of accounts.

count'-ing-house, n. The room for keeping accounts.

dăl'-ly, a. Happening every day.

dăy'-bōōk, n. An account book of original entries, giving details of the transactions.

dēb'-it, v. t. To charge with debt.

doūb-le ăn'-try, n. A mode of book-keeping in which two entries are made.

joūr'-nal, n. An account book in which the transactions are arranged for posting.

lōdg'-er, n. The final book of record in business transactions.

sūm'-ma-ry, n. A general statement.

tō'-tal, n. The whole sum or amount.

sēm-i-ăn'-nu-al, a. Half yearly.

sēt'-tle-ment, n. Payment of accounts.

tri-ăn'-ni-al, a. Once in every three years.

LESSON 20.

PERTAINING TO EXPENDITURE.

Beware of little expenses; a small leak will sink a great ship.—*Franklin*.

ăl-low'-ançe, n. A sum or portion appointed.

ē-eo-nōm'-ie-al, a. Managing with frugality.

ăx-ôr'-bi-tant, a. Extravagant; excessive.

ăx-pēnd'-i-tūre, n. A laying out, as of money.

ăx-pēn'-sive, a. Costly.

ăx-tōr'-tion, n. Unlawful exaction.

ăx-trăv'-a-gant, a. Profuse in expense; wasteful.

frū-găl'-i-ty, n. Prudent economy.

im-prōv'-i-dent, a. Not providing for what will happen in the future.

lăv'-ish, a. Wasteful; profuse.

ml'-gēr-ly, a. Stingy.

nīg'-gard, n. A person meanly close and covetous; a miser.

ont-ră'-geoūs, a. Exceeding the limits of reason.

păr-si-mō'-ni-ōūs, a. Frugal to excess; close; saving.

pe-nū'-ri-ōūs, a. Very saving in the use of money.

pīn' mōn'-ey, n. A sum of money allowed for private expenses, as that of a husband to his wife.

prōd'-i-gal, n. One who spends money extravagantly.

pro-fūse', a. Liberal to excess; lavish.

spēnd'-thrift, n. One who spends money profusely.

stin'-gi-ness, n. Extreme avarice.

LESSON 21.

DICTATION EXERCISE.

" Foolish spending is the father of poverty. Do not be ashamed of hard work. Work for the best salary or wages you can get, but work for half price rather than be idle. Be your own master, and do not let society or fashion swallow up your individuality — hat, coat, and boots. Do not eat up nor wear all you can earn. Compel your selfish body to spare something for profit saved. Be stingy to your own appetite, but merciful to others' necessities. Help others, and ask no help yourself. See that you are proud. Let your pride be of the right kind. Be too proud to be lazy; too proud to give up without conquering every difficulty; too proud to wear a coat you cannot afford to buy; too proud to be in such company that you cannot keep up with expenses; too proud to lie or steal, or cheat; too proud to be stingy."

LESSON 22.

MISCELLANEOUS.

Study yourselves, and most of all, note well
Wherein kind nature invites you to excel.—*Longfellow.*

ā'-li-as, *adv.* Otherwise called.
āl-lāy', *v. t.* To abate; to subside.
āl-lē'-vī-āte, *v. t.* To make light or easy to be borne.
āl-loy', *n.* A baser metal mixed with a finer.
āl'-ter-nāte, *v. t.* To perform by turns.
al-to-gēth'-er, *adv.* With united action.
ām-bī'-tion, *n.* Desire for office or honor, success or fame.
ān'-l-māte, *v. t.* To give life to.
ān-nēx-ā'-tion, *n.* Addition; union.
ān-nounce'-ment, *n.* Giving public notice.
āp-pār'-ent, *a.* Plain; easy to be seen.

ār-ti-fī'-cial (**-fish'-al**), *a.* Not genuine; unnatural.
a-sy'-lūm, *n.* A place of retreat and security.
āt-tāch', *v. t.* To bind, fasten or tie.
āt-tēpt', *v. t.* To make an effort or endeavor.
āt'-tri-būte, *n.* An essential or necessary property or characteristic.
bēn-e-fī'-cial (**-fish'-al**), *a.* Profitable.
bēv'-er-age, *n.* A drink.
bēm-bāst'-le, *a.* Inflated; big without meaning.
brick'-kiln, *n.* A kiln for burning brick.

LESSON 23.

DRY GOODS.

And why take ye thought for raiment? Consider the lilies of the field, how they grow; they toil not; neither do they spin.—*Bible.*

āl-pāe'-ā, *n.* A thin kind of cloth made of the wool of the alpaca.
bān-dān'-nā, *n.* A kind of silk or cotton handkerchief.
ēāl'-i-co, *n.* Cotton cloth.
ēām'-brīe, *n.* A fine, thin, white fabric of flax or linen.

ēāsh'-mēre, *n.* A fine woolen dress goods.
ēās'-si-mēre, *n.* A thin, twilled woolen cloth for men's garments.
ēōr'-du-roy, *n.* A thick, cotton stuff, corded or ribbed on the surface.

fān'-nel, n. A woolen cloth of loose texture.

gīng'-ham, n. A kind of cotton cloth, the yarn of which is colored before it is woven.

hāng'-ker-chief, n. A cloth carried for wiping the face and hands.

mūg'-lin, n. A thin, cotton cloth of any kind.

me-rī'-nō, n. A thin fabric of merino wool for ladies' wear.

pār'-a-sōl, n. A small umbrella used by ladies to protect them from the rays of the sun.

rīb'-bon, n. A narrow web of silk.

skēin, n. A quantity of yarn or silk taken from the reel.

tāp'-ēs-try, n. A kind of woven hanging of wool or silk.

ūm-brēl'-lā, n. A shade carried in the hand to shelter one from the sun, rain or snow.

va-lōn-qi'-ēnnes', n. A rich kind of lace.

vēl'-vet, n. A soft material woven from silk, or silk and cotton mixed, having short thread or pile on the surface.

wād'-ding, n. Sheets of carded cotton for padding garments.

wā'-ter-proof, n. A kind of cloth impervious to water.

LESSON 24.

DICTATION EXERCISE.

Stick to your legitimate business. Do not go into outside operations. Few men have brains enough for more than one business. To dabble in stocks, to put a few thousand dollars into a mine, and a few more into a manufactory, and a few more into an invention, is enough to ruin any man. Be content with fair returns. Do not become greedy. Do not think that men are happy in proportion as they are rich, and therefore do not aim too high. Be content with moderate wealth. Make friends. A time will come when all the money in the world will not be worth to you so much as one good, staunch friend.—*Beecher*.

LESSON 25.

PERTAINING TO CLOTHING.

Costly thy habit as thy purse can buy, but not expressed in fancy; rich, not gaudy; for the apparel oft proclaims the man.—*Shakespeare*.

āp-pār'-el, n. Garments; dress.

bāl-mōr'-al, n. A kind of figured petticoat.

bōn'-nēt, n. A covering for the head.

era-vāt', n. A piece of fine cloth worn by men around the neck.

ēm-broid'-er-y, n. Ornamental decoration.

fāsh'-ion-a-ble, a. Dressed according to the prevailing fashion.

fīch'-ū, n. A light pointed cape worn by ladies, usually made of lace.

ma-tē'-ri-al, n. The substance of which anything is made.

ō'-ver-galls, n. pl. Loose trousers worn over others to protect them from being soiled.

pīn'-a-fōre, n. A child's apron.

rāl'-ment, n. Clothing.

shawl, *n.* A loose covering for the neck and shoulders.
slip'-per, *n.* A kind of light shoe which may be slipped on with ease.
sêrv'-îçe-a-ble, *a.* Prepared for giving good service.
sûs-pënd'-ers, *n. pl.* Straps worn for holding up pantaloons.
toi'-let, *n.* Mode of dressing.

trous-seau' (**trôô-sô'**), *n.* The outfit of a lady when about to be married, including clothes, etc.
trou'-gers, *n. pl.* A loose garment worn by males, covering the lower limbs.
vôgue, *n.* The fashion of people; temporary mode.
wâist'-côat, *n.* A vest.

LESSON 26.

HOMOPHONOUS WORDS.

But you who seek to give and merit fame
 And justly bear a critic's noble name,
 Be sure yourself and your own reach to know,
 How far your genius, taste and learning go.—*Pope.*

aught (**awt**), *n.* Anything; any part.
ought (**awt**), *auxiliary v.* Should.

bâil, *n.* Security.
bâle, *n.* A large bundle.

ball, *n.* A globe.
bawl, *v. i.* To cry noisily.

bâse, *n.* The foundation.
bâss or **bâse**, *n.* The lowest part in music.

bëll, *n.* A resounding metallic vessel.
bëlle, *n.* A beautiful young lady and much admired.

blew (**blû**), *v. t.* Past of blow.
blûe, *n.* A color; azure.

been (**bîn**), *v. i.* Past of be.
bîn, *n.* A kind of box or enclosed space.

bough (**bou**), *n.* A branch of a tree.
bow (**bou**), *v. t.* To bend.

beau (**bô**), *n.* A lady's attendant or suitor.

bow (**bô**), *n.* A weapon; doubling of a string in a knot.

brëad, *n.* A kind of baked food.
bröd, *v. i.* Trained; educated.

LESSON 27.

HARDWARE.

What stronger breast-plate than a heart untainted?
 Thrice is he arm'd that hath his quarrel just;
 And he but naked, though lock'd in steel,
 Whose conscience with injustice is corrupted.—*Shakespeare.*

ădz, *n.* A carpenter's tool for chipping.
ăn'-vil, *n.* An iron block upon which metals are hammered and shaped.
ău'-ğer-bît, *n.* A bit with a cutting edge or blade like that of an auger.
ăx'-le, *n.* A transverse bar connecting the hubs of the opposite wheels of a car or carriage.

bñe'-kle, *n.* An instrument, usually of metal, consisting of a rim with a movable tongue or catch, used for fastening things together.

chîg'-el, *n.* An iron or steel instrument, sharpened to a cutting edge at the end.

êol'-an-der, *n.* A vessel with a perforated bottom.

fau'-cet, n. A fixture for drawing liquid from a cask or vessel.

fēr'-rule (fēr'-rīl), n. A ring of metal put around a cane, tool handle, etc., to prevent splitting.

hām'-mer, n. An instrument for driving nails, consisting of a metal head fixed crosswise to a handle.

hām'-moek, n. A kind of hanging bed.

hāth'-et, n. A small ax with a short handle, to be used with one hand.

ī'-ron (ī'-ūrn), n. One of the metallic elements, hard, and very malleable when hot; it is the most useful of all metals.

knife, n. An instrument usually consisting of a thin blade of steel, with a sharp edge, fastened to a handle.

knōb (nōb), n. Part of a lock.

knōek'-er, n. A kind of hammer fastened to a door, to be used in seeking admittance.

lāth, n. A small piece of iron or wood used to fasten a door.

lē'-ver or lēv'-er, n. A bar of metal, wood or other substance, used to exert a pressure or sustain a weight.

māt'-tōek, n. A kind of a pick-ax having the iron ends broad instead of pointed.

mōnk'-ey wrēnch, n. A wrench having a movable jaw.

LESSON 28.

Hardware.

Iron sharpeneth iron, so a man sharpeneth the countenance of his friend.— *Proverbs.*

nīp'-pers, n. pl. Small pincers for holding, breaking, or cutting.

pīnch'-ers, n. pl. An instrument for drawing nails or gripping things to be held fast.

pul'-ley, n. A wheel with a grooved rim, for transmitting power from or imparting power to the different parts of machinery.

rā'-zor, n. An instrument for removing the beard or hair.

re-vōlv'-er, n. A repeating firearm.

rīv'-et, n. A pin of iron or other metal with a head.

scīs'-gors, n. pl. An instrument for cutting, smaller than shears.

señt'-tle, n. A wide-mouthed vessel for holding coal.

scythe, n. An instrument for mowing.

shōv'-el, n. An instrument used for throwing earth or loose substances.

sieve, n. A utensil for separating the fine part of any substance from the coarse.

stī-lēt'-to, n. A small dagger with a round, pointed blade.

tōngs, n. pl. An instrument used for handling fire or heated metals.

trōw'-el, n. A mason's tool used for spreading and dressing mortar.

twine, n. A strong thread composed of two or three smaller threads or strands twisted together.

wāf'-fle i-ron, n. A utensil for baking waffles.

wāsh'-er, n. A ring of metal or other material used to relieve friction and to secure tightness of joints.

wire, n. A thread of metal.

wring'-er, n. An instrument for forcing water out of anything.

zīne, n. A metal of a brilliant white color.

LESSON 29.

MISCELLANEOUS.

Honor and shame from no condition rise,

Act well your part, there all the honor lies.—*Pope.*

- ca-jōle'**, *v. t.* To deceive or delude by flattery.
- ēāl'-loūs**, *a.* Hardened.
- ēān'-cel**, *v. t.* To efface.
- çēl'-lu-loid**, *n.* A compound manufactured from several ingredients, and resembling coral, ivory, amber, etc.
- çēn'-sus**, *n.* An official registration of inhabitants.
- çiv-il-i-zā'-tion**, *n.* Refinement; culture.
- çōg-nō'-men**, *n.* A surname.
- çō-in'-çl-dençe**, *n.* Occurrence of events at the same time.
- çēm'-mā**, *n.* A mark used to denote a short pause.
- çēm-mū'-nl-ty**, *n.* A society of people having common rights.
- çēn'-çēal'**, *v. t.* To hide.
- çēn'-çēn'-trāte**, *v. t.* To bring to a common center.
- çēn'-çil'-i-āte**, *v. t.* To win over.
- çēn'-erēte'**, *n.* A compound.
- çēn'-çūr'-rent**, *a.* Agreeing in the same act.
- çēn'-dēnse'**, *v. t.* To make more compact.
- çēn'-sōç'-u-tive**, *a.* Following in the same order.
- çēn'-se-quent**, *a.* Following as a result.
- çēn'-sōl'-i-dāte**, *v. t.* To unite.
- çēn'-spie'-ū-oūs**, *a.* Easy to be seen.

LESSON 30.

STATIONERS' GOODS.

Books are true levelers. They give to all who faithfully use them, the society, the spiritual presence, of the greatest and best of our race.—*Channing.*

- āl'-bum**, *n.* A blank book in which to insert autographs.
- blōt'-ting pā-per**, *n.* A kind of paper serving to absorb wet ink, and thus prevent blots.
- çārd'-bōard**, *n.* A stiff paper or paste-board for making cards, etc.
- du-o-dēc'-i-mo**, *n.* A book in which a sheet is folded in twelve leaves.
- ēn'-vel-ōpe** or **ēn'-vēl'-op**, *n.* A wrapper; a cover, especially of a document, as a letter.
- fōl'-io**, *a.* Formed of sheets folded so as to make two leaves.
- fount'-ain pēn**, *n.* A pen with a reservoir furnishing a continuous supply of ink.
- lēad' pēn-çil**, *n.* An instrument for drawing or making lines, made of black lead.
- ma-nil'-lā paper**, *n.* A very durable kind of brown paper, made of Manilla hemp.
- mēm-o-rān'-dum bōok**, *n.* A book in which memoranda are written.
- mū'-çl-lāge**, *n.* An aqueous solution of gum.
- ōe-tā'-vo**, *n.* A book composed of sheets folded so as to make eight leaves.
- pāste'-bōard**, *n.* A stiff, thick kind of paper, formed of several single sheets pasted one upon another.
- prō'-gram** or **prō'-grāmmē**, *n.* A brief outline of the order of the subjects embraced in any public exercise.

quar'-to, a Formed of sheets so as to make four leaves.

stā'-tion-er-y, n. The articles usually sold by a stationer, as paper, ink, etc.

tāb'-lets, n. pl. A set of leaves of thin material for writing.

vāl'-en-tine, n. A love letter sent by young persons to each other on Valentine's day, February 14th.

vēl'-lum, n. A fine kind of parchment rendered clear and white for writing.

wrāp'-ping pā-per, n. A coarse paper for tying up parcels.

LESSON 31.

DICTIONARY EXERCISE.

Ah me! the while I stop to think
What Shakespeare did with pen and ink!
I wonder how his ink was made—
If blue or purple was the shade;
His pen—broad-nibbed and rather stiff,
Like this, or fine? I wonder if
He tried a "Gillott," thirty-nine,
Or a "Spencerian" pen, like mine?
Or was it brains? No ink, I know,
Will really make ideas flow,
Nor can the most ingenious pen
Make wits and poets of dull men.
So this the miracle explains,
He used his pen and ink with brains.
Mine is the harder task, I think,
To write with only pen and ink.—*Century.*

LESSON 32.

WORDS PERTAINING TO WRITING.

The tongue is not the only way
Through which the active mind is heard,
But the good pen as well can say,
In tones as sweet, a gentle word.—*P. R. Spencer.*

bil'-let-doux (bil'-le-dō), n. A love note or letter.

cāl'-i-grāph, n. A writing machine.

cāl'-līg'-ra-phy or ea-līg'-ra-phy, n.
Fair or elegant penmanship.

chī-rōg'-ra-phy, n. The art of writing.

cōr-re-spōnd', v. i. To communicate by writing letters.

erāy'-on, n. A pencil.

e-pis'-tle, n. A letter.

e-rā'-gure, n. A scratching out.

ēs-erī-toire' (-twār), n. A writing desk.

hī-ēr-o-glyph'-ic, n. A mystical symbol in ancient writing.

il-lēg'-i-ble, a. Incapable of being read.

in-serip'-tion, n. That which is written or engraved on a solid substance.

lēg'-i-ble, a. Capable of being read.

mān'-u-script, n. A written as distinguished from a printed document.

pén'-man-ship, n. The art of writing; manner of writing.

serawl, n. Bad writing.

scrib'-bling, n. The act of scribbling, or writing hastily.

ste-nög'-rá-pher, n. One skilled in stenography.

ste-nög'-rá-phy, n. The art of writing in shorthand.

týpe'-wri-ter, n. A writing machine.

LESSON 33.

HOMOPHONOUS WORDS.

Candor is the seal of a noble mind, the ornament and pride of man, the sweetest charm of woman, the scorn of rascals, and the rarest virtue of sociability.—*Bentzel-Sterman.*

bēat, v. t. To strike.

bēet, n. A vegetable.

bēech, n. A kind of tree.

bēach, n. The shore of the sea.

bēer, n. A malt liquor.

biēr, n. A litter for carrying the dead.

bōld'-er, a. More bold.

bōwl'-der, n. A large stone.

bōle, n. A kind of fine earthy clay.

bōll, n. The pod of a plant, as of flax.

bōwl, n. A concave vessel.

bōr'-ough (būr'-rō), n. An incorporated town that is not a city.

būr'-rōw, n. A hole in the ground made by certain animals, for habitation.

bōurne, n. A point aimed at.

bōrne, p. p. of bear. Carried.

bōrn, p. p. of bear. Brought into life.

bur'-y, v. t. To cover out of sight.

bēr'-ry, n. A small kind of fruit.

brid'-al, n. Marriage.

bri'-dle, n. A curb; a check.

LESSON 34.

GROCERIES.

"Let not thy table exceed the fourth part of thy revenue; too much is a vanity; enough is a feast."

gill'-spice, n. A spice of a mildly pungent taste.

bis'-cuit, n. Unfermented bread.

eay-ēne' pēp-per, n. A very pungent pepper.

chōe'-o-late, n. A paste used for making a beverage.

çin'-na-mon, n. The inner bark of a tree growing in Ceylon.

çōf'-fee, n. A drink made from the roasted berry of the coffee tree.

gōl'-a-tine, n. A concrete animal substance.

grēase, n. Animal fat in a soft state.

grō'-çēr-y, n. A grocer's store.

hōm'-i-ny, n. Corn, prepared for food by boiling.

in'-dl-çō, n. Blue coloring matter.

māe-a-rō'-nī, n. An article of food composed of paste.

mō-lās'-sēs, n. The syrup which drains from sugar.

sāl-e-rā'-tus, n. A bicarbonate of potash.

sir'-up or sýr'-up, n. Sweetened liquid of any kind.

sug'-ar (shōōg'-ar), n. A sweet crystalline substance.

tăp-i-ŭ-că, n. A coarsely granular substance obtained from the roots of a plant found in Brazil.

to-băc'-eo, n. A plant much used for chewing and smoking.

vēr-mi-çöl'-li, n. The flour of a hard small-grained wheat made into dough.

yēast, n. Preparation for raising dough for bread or cake.

LESSON 35.

FISH AND FOWL.

Master, I marvel how the fishes live in the sea.

Why, as men do a-land : the great ones eat up the little ones. — *Shakespeare.*

ăn-chŭ'-vy, n. A small fish of the herring family, caught in the Mediterranean Sea.

căn'-vas-băck, n. A species of sea duck, highly esteemed for the delicacy of its flesh.

ēel, n. A snake-like fish.

găin'-ea fowl, n. A fowl of a dark grey color, variegated with white spots.

hăd'-dôek, n. A sea fish, a little smaller than a cod, which it resembles.

hăi'-i-bŭt, n. A large sea fish, some weighing 400 or more pounds.

hēr'-ring, n. A small fish.

lŏb'-ster, n. A marine shell fish.

măek'-er-el, n. A marine fish found in the North Atlantic.

mŭs'-kel-lŭnge, n. A large kind of pike found in the Northern Lakes, St. Lawrence and Ohio rivers.

oys'-ter, n. A mollusk with a bivalve shell, extensively used for food.

phēag'-ant, n. A wild fowl, the flesh of which is used for food.

piek'-er-el, n. A fresh water fish, belonging to the pike family.

pŭ'-geon, n. A small bird of several species.

sălm'-on (sălm'-un), n. A fish of a yellowish red color.

smēlt, n. A small fish of a silvery white color.

stâr'-geon (-jŭn), n. A large fish.

târ'-bot, n. A flat fish with a body nearly circular. It grows to the weight of 20 or 30 pounds, and is much esteemed by epicures.

târ'-key, n. A large fowl, the flesh of which is valued for food.

târ'-tle, n. A sea tortoise, the flesh of which is esteemed as a great delicacy.

LESSON 36.

PERTAINING TO FOOD.

A fig for your bill of fare ; show me your bill of company. — *Swift.*

ăl-bŭ'-men, n. White of eggs.

cŭ'-li-na-ry, a. Relating to the kitchen or art of cookery.

çê'-re-al, n. Any edible grain, as wheat, rye, etc.

de-li'-ciôŭs (-lish'-ŭs), a. Affording exquisite pleasure to the taste.

ēat'-a-ble, a. Proper for food.

făr-i-nă'-ceôŭs (-shus), a. Made of meal or flour.

glŭt'-ton-y, n. Excess in eating.

hēalth'-fŭl, a. Wholesome, serving to promote health.

jŭiçe, n. The watery part of fruit or vegetables.

lŭs'-ciôŭs (lŭsh'-ŭs), a. Delicious.

mās'-ti-ēāte, *v. t.* To chew.
nū'-trī-mēnt, *n.* That which nourishes.
nū-trī' tiōns (-trīsh'-ns), *a.* Nourishing.
pāl'-a-ta-ble, *a.* Agreeable to the taste.
pro-vī'-sion, *n.* A stock of food.

rāv'-en-oūs, *a.* Hungry, even to rage.
rēl'-ish-a-ble, *a.* Having an agreeable taste.
sā'-ti-āte (sā'-shī-āte), *v. t.* To satisfy the appetite to the full.
sā'-ver-y, *a.* Relishable.
viēt'-uals (vīt'-ls), *n.* Sustenance; food.

LESSON 37.

DICTATION EXERCISE.

We may live without poetry, music and art;
 We may live without conscience, and live without heart;
 We may live without friends; we may live without books;
 But civilized man cannot live without cooks.
 He may live without books—what is knowledge but grieving?
 He may live without hope—what is hope but deceiving?
 He may live without love—what is passion but pining?
 But where is the man that can live without dining?—*Owen Meredith.*

LESSON 38.

MISCELLANEOUS.

Words are things, and a small drop of ink,
 Falling, like dew, upon a thought, produces
 That which makes thousands, and perhaps millions, think.—*Byron.*

eōn'-stī-tūte, *v. t.* To make up; to compose.
eōn-trāet', *v. t.* To shorten; to lessen.
eōn-trīb'-ūte, *v. t.* To furnish in part.
eo-nūn'-drūm, *n.* A puzzling question.
eōn-vēn'-ien-ey, *n.* That which is convenient.
eōn'-ver-sant, *a.* Well informed.
eōn-vīnce', *v. t.* To satisfy by proof.
eōr'-o-net, *n.* An inferior crown worn by noblemen.
eor-rōde', *v. t.* To eat away by degrees.
eōg-mēt'-ic, *n.* An application to improve the complexion.
eo-tīl'-lion (-yun), *n.* A brisk dance performed by eight persons.

crēa'-ture, *n.* An animal; a man.
erōv'-ice, *n.* A narrow opening; a cleft.
erīb'-bage, *n.* A game of cards.
erī'-sis, *n.* The point of time when anything must terminate or take a new course.
erit'-le-al-ly, *adv.* With nice discernment; in a critical manner.
ero-cheť (erō-shā'), *n.* A netting made with a small hook.
ero-quet' (krō-kā'), *n.* A game played with balls, mallets and hoops or arches.
erouch, *v. i.* To stoop low; to lie close to the ground, as an animal.
erūmb, *n.* A small fragment or piece of bread or other food.

LESSON 39.

FRUIT.

The native orchard's fairest trees, wild springing on the hill,
Bear no such precious fruits as these, and never will,
Till axe and saw and pruning knife cut from them every bough,
And they receive a gentler life than crowns them now.— *Holland.*

- āp'-ple, n.** The fruit of the apple tree.
ā'-pri-eōt, n. A fruit of the plum species.
ba-nā'-nā, n. A tropical fruit.
eān'-ta-loupe, n. A small, round, ribbed variety of muskmelon.
chēr'-ry, n. A fruit of the prune species.
çit'-ron, n. The fruit of the citron tree, resembling a lemon.
eō'-eōa-nūt, n. The nut or fruit of the cocoa.
gōge'-bēr-ry, n. The fruit of a small shrub.
hūe'-kle-bēr-ry or **whor'-tle-bēr-ry (hwāt'-l-), n.** The fruit of a low shrub.
lēm'-on, n. An oval fruit containing an acid pulp.

- lime, n.** A fruit like the lemon, smaller and more intensely sour.
mūl'-bēr-ry, n. The fruit of a tree.
mūsk'-mēl-on, n. A species of melon so called from its musky fragrance.
pēach, n. A Persian apple; a tree and its fruit.
pine'-āp-ple, n. A tropical plant and its fruit.
pōme'-grān-ate, n. A fruit as large as an orange, of a reddish color and having numerous seeds.
quince, n. A fruit with an acid taste and pleasant flavor.
rāl'-gīn, n. A grape dried in the sun or by artificial heat.
rāp'-bēr-ry, n. A plant and its fruit.
straw'-bēr-ry, n. The fruit of a small plant.

LESSON 40.

VEGETABLES.

But look at that bin of potatoes! Those are my beautiful Carters;
Every one doomed to be martyrs
To the eccentric desire of Christian people to skin them,
Brought to the trial of fire for the good that is in them.— *Holland.*

- ās-pār'-a-gūs, n.** A garden plant or vegetable.
eāb'-bage, n. A garden plant.
eār'-rot, n. A vegetable having an esculent root.
eāu'-li-flow-er, n. A variety of cabbage.
çēl'-er-y, n. A plant of the parsley family.
eū'-cūm-ber, n. A vegetable used unripe as a salad.
gār'-lie, n. A plant having a bulbous root and strong smell.
lēt'-tuçe (-tis), n. A plant, the leaves of which are used for salad.

- ōn'-lon (ūn'-yūn), n.** The bulb of a plant used for food.
pārs'-ley, n. A plant, the leaves of which are used in cooking.
pārs'-nip, n. A plant with a white spindle-shaped root, used for food.
po-tā'-to, n. A plant with a farinaceous tuber used for food.
pūmp'-kin, n. A well known trailing plant and its fruit.
rād'-ish, n. A plant, the root of which is eaten raw as a salad.
ry-ta-bā'-gā, n. A Swedish turnip.
sāl'-si-fy, n. Vegetable oyster.

spín'-ach (spín'-áj), *n.* A plant whose leaves are used for greens.

to-mă'-te or **to-mă'-te**, *n.* A plant and its fruit.

tăr'-nip, *n.* A plant with a bulbous root.

văg'-e-ta-ble, *n.* A plant used for culinary purposes.

LESSON 41.

WORDS PERTAINING TO AGRICULTURE.

"We must not hope to be mowers and gather the ripe, gold ears,
Until we have first been sowers and watered the furrows with tears."

ă'-re, *n.* Piece of land containing 160 square rods.

ăg'-ri-cul-ture, *n.* The art of cultivating the ground.

ăr'-a-ble, *a.* Fit for plowing or tilling.

cŭl'-ti-văte, *v. t.* To till.

făr'-tile, *a.* Rich; fruitful.

făr'-ti-lize, *v. t.* To make fertile or enrich.

grăn'-a-ry, *n.* A store-house for grain after it is threshed; a corn house.

hăr'-vest-hōme, *n.* The feast made at the gathering of the harvest.

hăr'-ti-cul-ture, *n.* Cultivation of a garden.

lōam'-y, *a.* Consisting of sand, clay and carbonate of lime with decaying vegetable matter.

mărsh'-y, *a.* Wet; boggy.

măad'-ōw, *n.* A tract of low, level grass land somewhat wet.

ôr'-ehard, *n.* An enclosure or collection of fruit trees.

păs'-tur-age, *n.* Land appropriated to grazing.

phôs'-phate, *n.* A fertilizer formed of phosphoric acid and salt.

plough or **plow**, *n.* An implement for turning up the soil.

rŭs'-ti-căte, *v. i.* To live or dwell in the country.

stër'-ile, *a.* Producing little or no crop; barren.

till'-a-ble, *a.* Capable of being tilled.

trough (traw1), *n.* A long tray.

LESSON 42.

DICTATION EXERCISE.

The time for toil has passed and night has come —

The last and saddest of the harvest eves;

Worn out with labor, long and wearisome,

Drooping and faint, the reapers hasten home,

Each laden with his sheaves.

My spirit grieves that I am burdened, not so much with grain,

As with a heaviness of heart and brain;

Behold my sheaves! Few, light and worthless, yet their weight

Through all my frame a weary aching leaves:

For long I struggled with my hopeless fate,

And stayed and toiled till it was dark and late —

Yet well I know I have more tares than wheat —

Brambles and flowers, dry stalks and withered leaves;

Wherefore I blush and weep, as at thy feet

I kneel down reverently and repeat,

"Master, behold my sheaves."— *Elizabeth Akers.*

LESSON 43.

HOMOPHONOUS WORDS.

Thy purpose firm is equal to the deed :
 Who does the best his circumstance allows,
 Does well, acts nobly ; angels could do no more. — *Young*.

căl'en-dar, n. An almanac.
căl'en-der, n. A hot press.
căn'-non, n. A large gun.
căn'-on, n. A church law ; a dignitary of the church.
căn'-vas, n. A coarse cloth for sails.
căn'-vass, v. t. To solicit something.
căp'-i-tal, n. The chief city ; principal.
Cap'-i-tol, n. The building occupied by Congress or a State legislature.
căne, n. A walking stick.
căin, n. The first murderer.

çell, v. t. To line the top or roof of.
séal, v. t. To make fast.
çell, n. A small room, as in a prison.
sell, v. t. To exchange for money.
çel'-lar, n. A room under the house.
sell'-er, n. One who sells.
chöçe, v. t. To select.
chews (chöös), v. t. To bite and grind with the teeth.
elçuse, n. A part of a sentence.
elçaws, n. pl. Sharp, hooked nails of animals or birds.

LESSON 44.

ARCHITECTURE.

If cities were built by the sound of music, then some edifices would appear to be constructed by grave, solemn tones, others to have danced forth to light, fantastic airs. — *Hawthorne*.

băl'-us-trăde, n. A row of balusters topped by a rail, serving as an enclosure.
băţ'-tle-ment, n. A notched or indented parapet.
băy-win'-döw, n. A window forming a bay or recess in the room and projecting outward in different forms.
bou'-doir (böü'-dwör), n. A lady's private room.
căn'-o-py, n. A covering over the head.
çell'-ing, n. The upper interior surface of an apartment.
elöç'-et, n. A small, close room.
eör'-niçe, n. Any molded projection which finishes the part to which it is affixed.
eör'-ri-dör, n. A gallery or passageway.

eñ'-pe lá, n. A dome-like vault on the top of an edifice.
döm'-i-çile, n. An abode or permanent residence.
dör'-mi-to-ry, n. Sleeping quarters or a bedroom.
öx-tö'-ri-or, n. The outside part.
gå'-ble, n. The vertical triangular end of a house.
gål'-ler-y, n. A long and narrow corridor.
göth'-le, a. A style of architecture with high and sharply-pointed arches, etc.
in-tö'-ri-or, n. The inside part.
kitch'-en, n. A cook room.
läun'-dry, n. The place where clothes are washed.
läv'-a-to-ry, n. A place for washing.

LESSON 45.

Architecture.

Houses are built to live in more than to look on; therefore let use be preferred before uniformity, except where both may be had.—*Bacon*.

mōr'-tise, n. A cavity cut into a piece of timber to receive the end of another piece cut to fit it.

niche (nich), n. A shell-like recess in a wall for a statue, bust, or other erect ornament.

nārs'-er-y, n. A room in the house, appropriated to the care of children.

ōb-sērv'-a-to-ry, n. A place from which a view may be commanded.

ō'-ri-el, n. A large bay or recessed window projecting outward.

pa-lā'-tial, a. Magnificent; like a palace.

pān'-try, n. A room where provisions are kept.

pār-ti'-tion, n. That which divides or separates; an interior wall dividing one part of a house from another.

pa-vil'-lon, n. A kind of building or turret under a single roof.

pl-ās'-sā, n. A portico or covered walk supported by arches or columns.

pl-lās'-ter, n. A square column, usually set in a wall, and projecting only a fourth or fifth of its diameter.

pōr'-ti-eo, n. A covered space, enclosed by columns at the front of a building.

ro-tūn'-dā, n. A round building.

scūl'-ler-y, n. A place where culinary utensils are kept.

stee'-ple, n. A tower or turret of a church, ending in a point.

strūe'-ture, n. A building of any kind.

tāb'-er-na-cle, n. A slightly built or temporary dwelling.

tūr'-ret, n. A little tower.

vēs'-ti-būle, n. A small hall from which doors open into other apartments in the house.

ve-rān'-dā, n. A kind of open portico, formed by extending a sloping roof beyond the main dwelling.

LESSON 46.

DICTATION EXERCISE.

The Gothic cathedral is a blossoming in stone, subdued by the insatiable demand of harmony, in man. The mountain of granite blooms into an eternal flower, with the lightness and delicate finish as well as the aerial proportions and perspective of vegetable beauty. Möller, in his essay on Architecture, taught that the building which was fitted accurately to answer its end would turn out to be beautiful, though beauty had not been intended. I find the like unity in human structures rather virulent and pervasive.—*Emerson*.

LESSON 47.

MISCELLANEOUS.

Like leaves on trees the race of man is found,
Now green in youth, now withering on the ground;
Another race the following spring supplies;
They fall successive, and successive rise.—*Homer's Iliad*.

deaf (dēf or dōf), a. Unable to hear sounds.

de-bāt'-a-ble, a. Disputable.

dē-bris' (dā-brēs'), n. Remains; ruins.

dēe'-o-rāto, v.t. To adorn; to beautify.

de-crēase', v.t. To diminish gradually.

de-gén'-er-âte, v. i. To grow worse.
de-nôte', v. i. To indicate.
de-ô'-der-ize, v. i. To deprive of odor.
de-gir'-a-ble, a. Worthy of desire or longing.
de-tê'-ri-o-râte, v. i. To make worse.
dê'-vi-âte, v. i. To go out of one's way; to digress.
dîf'-fi-cîlt, a. Not easy.
di-lâp'-i-dâte, v. i. To fall into partial ruin.

dis-œur'-age, v. i. To dishearten; to disfavor.
dis-frân'-chise, v. i. To deprive of citizenship.
dis-trib'-ute, v. i. To divide among several.
dûe'-at, n. A European coin, either silver or gold.
êf-fâçé', v. i. To blot out.
ê'-grêss, n. Departure.
ê-lâs-tic'-i-ty, n. Springiness; rebound.

LESSON 48.

DRUGS.

Physic is of little use to a temperate person, for a man's own observation on what he finds does him good and what hurts him is the best physic to preserve health.—*Bacon.*

âç'-id, n. A sour substance.
âl'-ka-li, n. A substance which neutralizes acids.
âm-mô'-ni-â, n. An alkali which is gaseous or aeriform in its uncombined state.
a-pôth'-e-ca-ry, n. One who prepares and sells drugs for medicinal purposes.
âr'-ni-câ, n. A medicine applied externally, for sprains or bruises.
âr'-se-niê, n. An element like a metal of a steel grey color and brilliant lustre; a poison.
baï'-sam, n. An aromatic substance flowing from trees.
bêl-la-dôn'-nâ, n. Deadly nightshade.
bên'-zîne, n. A light oil of petroleum.
câl'-o-mêl, n. A preparation of mercury.

eam'-phor, n. A solid white gum or concrete juice.
ea-thâr'-tîc, n. A purgative.
ehlô'-ro-fôrm, n. A medical fluid which when inhaled produces insensibility to pain.
eo-lôgne' (ko-lôn'), n. A perfumed liquid.
êôp'-per-as, n. Sulphate of iron.
erê'-o-sôte, n. An oily, colorless liquid having the smell of smoke.
dis-pôn'-sa-ry, n. The place where medicines are prepared.
drûg'-gîst, n. One who deals in drugs.
glyç'-er-ine, n. A sweet liquid, composed of carbon, hydrogen, and oxygen.
ip'-e-câc, n. An emetic.

LESSON 49.

Drugs.

Oh! what avail the largest gifts of heaven,
 When drooping health and spirits go amiss?
 How tasteless then whatever can be given!
 Health is the vital principle of bliss,
 And exercise of health.—*Horace Mann.*

lagu'-da-nûm, n. Tincture of opium.
lie'-o-riçé, n. A dark-colored, sweet substance, much used as a remedy for coughs and colds.

mâg-nê'-gi-â (-nê'-zhî-â), n. A white powdered earth, used as a mild cathartic.
mêr'-eu-ry, n. A salt used as a remedial agent.

- môr-phine, n.** A vegetable alkaloid extracted from opium.
- pâr-e-gôr'-le, n.** A medicine that mitigates pain.
- pép'-per-mint, n.** A liquor distilled from an aromatic and pungent plant.
- phâr-ma-çeu'-tie, .a.** Pertaining to knowledge of pharmacy.
- phâr'-ma-çy, n.** The art of compound-ing medicines.
- pol'-gon, n.** That which taints or de-
stroys.
- qui'-nine, n.** Peruvian bark.
- rég'-in, n.** A solid, inflammable gum of vegetable origin, soluble in alcohol and in essential oils.
- sâf'-fron, n.** A vegetable medicine.
- sâlt-pê'-tre or sâlt-pê'-ter, n.** Nitrate of potassia.
- sâr-sa-pa-ril'-lâ, n.** A medicine dis-
tilled from a Mexican plant.
- strÿeh'-nine, n.** A powerful neurotic stimulant, bitter and poison.
- sûl'-phur, n.** A simple mineral sub-
stance, of a yellow color.
- sq'-mae or sq'-mâeh (shÿ'-mâk), n.** A plant or shrub used in medicine.
- tiŋe'-tûre, n.** Slight taste or quality added to anything.
- târ'-pen-tine, n.** A clear, colorless balsam taken from the pine, fir, larch and other trees.

LESSON 50.

PERTAINING TO PHYSIC.

I think you might dispense with half your doctors, if you would only consult Doctor Sun more, and be more under the treatment of these great hydropathic doctors, the clouds! — *Beecher.*

- âl-lôp'-a-ty, n.** Using medicines to produce effects different from those resulting from disease.
- âm-pu-tâ'-tion, n.** Cutting off a mem-
ber of the body.
- eaŋ'-ter-ize, v. t.** To burn or sear with fire or a hot iron.
- çhâr'-la-tan, n.** A quack.
- ehi-rôp'-o-dist, n.** A corn doctor; one who extracts corns, warts, etc.
- di-ağ-nô'-sis, n.** The determination of a disease by means of distinctive marks.
- êe-lêe'-tie, n.** Not following any one method or school, but selecting at will from others.
- hō-me-ôp'-a-ty, n.** Art of curing founded on resemblances.
- hōs'-pi-tal, n.** An institution for car-
ing for the sick and infirm.
- hÿ-drôp'-a-ty, n.** The water-cure.
- in-firm'-a-ry, n.** A hospital where the sick are lodged and nursed.
- me-diç'-i-nal, a.** Pertaining to medi-
cine.
- nâr-eô't'-le, n.** A medicine which pro-
duces sleep.
- ô'-pi-ate, a.** Inducing sleep.
- ôp-ti'-cian (-tish'-an), n.** One skilled in the science of vision.
- phÿ-si'-cian (fi-zish'-an), n.** One skilled in the art of healing.
- spe-çif'-le, a.** Exerting a peculiar in-
fluence over any part of the body.
- stîm'-u-lant, n.** A medicine to produce an exaltation of vital activity.
- vâe'-çi-nâte, v. t.** To inoculate with kine pox by means of a virus called vaccine, taken from a cow.
- vêt'-êr-i-na-ry, a.** Pertaining to the art of healing domestic animals.

LESSON 51.

HOMOPHONOUS WORDS.

"What shall I do? My boy, don't stand asking;
Take hold of something — whatever you can,
Don't turn aside for the tolling or tasking;
Idle soft hands never yet made a man."

çént, n. A coin.
scént, n. Odor; the sense of smell.
sént, v. i. Past of send; dispatched.

çíte, v. i. To summon.
site, n. Local position; situation.
sight, n. The power of seeing.

elimb, v. i. To rise laboriously.
elime, n. A climate.

eðarse, a. Rude; composed of large parts.
eðurse, n. Direction.

eðre, n. The center of a fruit.
eðrps (kør), n. A body of men.
eoun'-çil, n. A deliberative body.
eoun'-sel, n. Advice; a legal adviser.
eür'-rant, n. A small fruit.
eür'-rent, n. A stream; onward motion.

dëar, a. Beloved; costly.
dëer, n. An animal.
draught (dráft), n. A current; that which is drunk.
dráft, n. A bill of exchange.

LESSON 52.

DISEASES.

He who cures a disease may be the skillfullest, but he who prevents it is the safest physician.
—T. Fuller.

äb'-scëss, n. A tumor filled with purulent matter.
brön'-chí'-tís, n. Inflammation of the bronchial membrane.
ea-tärrh', n. A disease of the head, caused by a cold.
ehöl'-e-rä, n. A disease.
díph-thē'-rí-ä, n. A disease in which the throat is inflamed, and coated with a leathery membrane.
dís-ease', n. Malady or sickness.
díz'-zi-ness, n. A whirling in the head.
dýs-pép'-si-ä, n. Difficulty of digestion.
ép'-i-lép-sy, n. Disease of the brain attended by convulsions.
ër-y-síp'-e-las, n. A disease in which the skin is inflamed.
gäü'-grëne (gäü'-), n. Mortification of living flesh.

híe'-eough (hík'-küp), n. Spasmodic inspiration producing sound.
mëa'-gleg, n. An eruptive disease.
neü-räl'-gi-ä, n. A disease, the chief symptom of which is a very acute pain, seated in the nerve.
pa-räl'-y-sis, n. Loss of voluntary motion with or without loss of sensation.
pleü'-rí-sy, n. Inflammation of the pleura or the membrane that lines the chest.
pneü-mō'-ni-ä (nü-mō'-), n. Inflammation of the lungs.
rheü'-ma-tísm (rū-), n. Painful inflammation of joints and muscles.
serōf'-ū-lä, n. A disease of the glands.
tý'-phoid, n. Typhus fever of a low grade.

LESSON 53.

DICTATION EXERCISE.

"My jolly young fellow," said Health, "now you really
Have lately been drawing on me rather freely.
Who riots with Pleasure by night and by day
Must expect that in time there'll be something to pay.
For the favors you've had, that you may not forget,
Suppose you just give me your note for the debt.
Write as I dictate:

" 'Twenty years after date

I promise to pay to my health, sure as fate,
For value received, in sin, folly and pleasure,
These prominent parts of estates I should treasure:
My Limbs to be racked with rheumatics and gout;
My Teeth to decay till they mostly rot out;
My Eyes to grow dim and my Hair to grow gray,
While dropsy and asthma take turns day by day;
My Nerves and my Lungs, too, together give way;
My Stomach to fall to dyspepsia a prey;
My Taste to forsake me, my Voice to grow weak,
While my Ears cannot hear, save when Conscience shall speak.'
Now sign it. When due you need not waste your breath
For extension. Remember, the protest is Death."

LESSON 54.

PERTAINING TO DISEASE.

Diseases, desperate grown, by desperate appliances are relieved, or not at all.—*Shakespeare.*

āche, *v. i.* To suffer pain.
a-eūte', *a.* Sharp; penetrating.
eōm'-fort-a-ble, *a.* Free from pain.
eōn-tā'-gloūs, *a.* Catching.
eōn-va-lēs'-ceŋce, *n.* Renewal of health.
dis'-lo-eāte, *v. i.* To disjoint.
e-mā'-ci-āte (-shī-āt), *v. i.* To lose flesh.
ēp-i-dēm'-le, *n.* A disease which, arising from a widespread cause, affects numbers of people at the same time.
fū'-mi-gāte, *v. i.* To apply smoke in cleansing infected apartments.
hāg'-gard, *a.* Having the expression of one wasted by want or pain.
he-rēd'-i-ta-ry, *a.* Transmitted from parent to child.

īm'-be-çile, *n.* One without strength either in body or mind.
lū'-na-tie, *n.* A person of unsound mind.
māl'-a-dy, *n.* Sickness or disease of the human body.
ma-līg'-nant, *a.* Tending to produce death.
mōn-o-mā'-nī-āe, *n.* One whose mind is deranged on a single subject.
pār'-ōx-ysm, *n.* The attack of a disease that occurs at intervals.
re-sūs'-ci-tāte, *v. i.* To revive from apparent death.
strān-gu-lā'-tion, *n.* The act of destroying life by stopping respiration.
wound (**wōūd** or **wōūnd**), *n.* A hurt; an injury.

LESSON 55.

PERTAINING TO THE HUMAN BODY.

Our body is a well-set clock, which keeps good time ; but if it be too much or indiscreetly tampered with, the alarm runs out before the hour.—*Bishop Hall.*

ān'-kle, n. The joint which connects the foot with the leg.

ār'-ter-y, n. A vessel that conveys the blood from the heart.

an'-dī-to-ry, a. Pertaining to the sense of hearing.

brōn'-chl-ā, n. pl. The two large divisions of the trachea.

cāl-is-thēn'-ies, n. Bodily exercise for strength and graceful movement.

cāp'-il-la-ries, n. pl. Small vessels which connect the arteries with the veins.

cār'-ti-lāge, n. Gristle.

clāv'-i-ele, n. The collar bone.

cōr'-ne-ā, n. The strong membrane which forms the front part of the eye.

erā'-nī-ūm, n. The bones which enclose the brain.

eū'-ti-ele, n. The outer skin of the body.

dī'-a-phrāgm (-frām), n. The muscle separating the chest from the abdomen.

ōn'-ām'-el, n. The hard substance covering the crown of the tooth.

eye, n. The organ of vision.

fā'-cial (fā'-shāl), a. Pertaining to the face.

gūst'-a-to-ry, a. Pertaining to tasting.

in-spi-rā'-tion, n. The act of breathing air into the lungs.

knūek'-le, n. The joint of a finger.

lār'-ynx, n. The upper part of the wind pipe, constituting the organ of voice.

līg'-a-ment, n. A white, inelastic substance serving to bind one bone to another.

LESSON 56.

Pertaining to the Human Body.

God made the human body, and it is by far the most exquisite and wonderful organization which has come to us from the Divine hand. It is a study for one's whole life.—*Beecher.*

me-dūl'-lā ōb-lōn-gā'-tā, n. The upper portion of the spinal cord, within the skull.

mēm'-brāne, n. A thin layer of tissue serving to cover some part of the body.

mūs'-cles, n. pl. Organs of motion.

mūs-tāche' (mūs-tāsh'), n. The part of the beard which grows on the upper lip.

ōl-fāe'-to-ry, a. Causing to smell.

pa-tōl'-lā, n. The knee pan.

phy-sique' (fē-gēk'), n. Physical structure of a person.

pleū'-rā, n. The membrane that lines the chest.

pūl'-mo-na-ry, a. Pertaining to the lungs.

pūl-sā'-tion, n. A beat or throb.

rēt'-i-nā, n. The membranous expansion of the optic nerve in the interior of the eye ball, which receives the impressions resulting in the sense of vision.

sa-lī'-vā, n. Spit.

shōul'-der, n. The upper part of the back.

stóm'-ach, *n.* The organ in which the food is digested.

těm'-per-a-ment, *n.* Physical and mental character of a person.

tóngue (tűng), *n.* Organ of speech and taste.

tým'-pa-nűm, *n.* The drum of the ear.

věr'-te-brá (*pl.* věr'-te-brae), *n.* A joint or segment of the back bone.

vř'-glon, *n.* Actual sight.

wrist, *n.* The joint which unites the hand to the arm, consisting of eight small bones.

LESSON 57.

MISCELLANEOUS.

Procrastination is the thief of time ;
Year after year it steals till all are fled,
And, to the mercies of a moment leaves
The vast concerns of an eternal scheme.— *Young.*

ěl-e-měn'-tá-ry, *a.* Simple; consisting of a single element.

ěm-běl'-lűsh, *v. t.* To adorn; to beautify.

ěn'-er-gy, *n.* Life; capacity for acting.

e-nű'-mer-äte, *v. t.* To number.

en-vř'-ron-ment, *n.* That which surrounds.

ě'-qua-ble, *a.* Equal and uniform.

e-räd'-i-eäte, *v. t.* To root out.

ěs-chew', *v. t.* To shun; to avoid.

ěs-pě'-cial (-pěsh'-al), *a.* Particular; chief.

ěs-sěn'-tial, *a.* Indispensable; important.

e-těr'-nal, *a.* Everlasting.

e-väe'-ű-äte, *v. t.* To make empty.

e-väp'-o-räte, *v. t.* To pass off in vapor.

ěx-hřb'-it, *v. t.* To present for inspection.

ěx-hřl'-a-räte, *v. t.* To make glad or joyous; to enliven.

ěx-řst'-enče, *n.* The state of being.

ěx-pänsө', *n.* A wide extent of space.

ěx-pě'-di-ent, *a.* Desirable; advisable.

ěx-těn'-ű-äte, *v. t.* To draw out.

ěx'-tri-eäte, *v. t.* To disentangle.

LESSON 58.

WORDS USED IN LAW.

Never a law was born that did not fly
Forth from the bosom of Omnipotence,
Matched, wing-and-wing with evil and with good,
Avenger and rewarder—both of God.— *Holland.*

ăb-seönd', *v. t.* To retire from public view to avoid a legal process.

ăb-sölvө', *v. t.* To pardon; to free from.

ăe-čěs'-so-ry, *n.* One who aids crime, though not present at the perpetration.

ăe-eűse', *v. t.* To charge with; to blame.

ăe-knöwl'-edže, *v. t.* To admit; to confess.

ăe-quit'-tal, *n.* Formal release from a charge.

ăe'-tion, *n.* Suit at law; an act or thing done.

ăd'-e-quäte, *a.* Equal.

ăd-jűre', *v. t.* To charge on oath.

ăd-mřn'-řs-trä'-tor, *n.* A man who manages an intestate estate.

ăd-vřse', *v. t.* To give advice.

ăd'-vo-eāte, n. One who pleads for another.
ăf-fl-dā'-vīt, n. A written declaration upon oath.
ăf-firm', v. t. To declare positively.
ăg-grēs'-sive, a. Making the first attack.
a-grēe'-ment, n. A bargain, compact or contract.

ăl'-i-bī, n. A plea of having been elsewhere at the time an offense is alleged to have been committed.
ăl'-ion (ăl'-yen), n. A foreigner.
ăl'-i-mō-nŷ, n. A separate maintenance.
ăl-lēg'e', v. t. To assert; to affirm.

LESSON 59.

Words used in Law.

Plate sin with *gold*, and the strong lance of Justice, hurtless, breaks; clothe it in *rags*, a pigmy's straw doth pierce it.—*Shakespeare*.

a-mē'-na-ble, a. Responsible.
ăm'-nēs-ty, n. An act of general pardon.
ăn-nū'-i-ty, n. An annual allowance.
ăn-nūl', v. t. To obliterate.
ăn'-swer (ăn'-ser), v. t. To respond to.
ăp-pēal', v. t. To make application for the removal of a cause to a higher court.
ăp-prāis'-al, n. A valuation by authority.
ăr'-bi-tra-ry, a. Despotie: absolute in power.
ar-rāign', v. t. To accuse.
ăt-tēs-tā'-tion, n. Official testimony.
ăt-tōr'-ney, n. One who is legally appointed by another to transact business for him.

ău-thōr'-i-ty, n. Legal power; warrant; rule.
băil'-a-ble, a. Capable of being set free after arrest.
be-quēst', n. Something left by will.
eăt'-e-ehise, v. t. To question or examine.
gēr-tif'-i-eate, n. A testimony in writing.
elăim'-ant, n. One who demands something as his right.
elēm'-en-gy, n. Disposition to treat with favor and kindness.
eli'-ent, n. One who applies to a lawyer for advice on a question of law.
eōde, n. A system of laws.

LESSON 60.

Words used in Law.

"Let us consider the reason of the case, for nothing is law that is not reason."

eōd'-i-çil, n. Supplement to a will.
eōn-dēmn', v. t. To pronounce to be wrong; to doom.
eor-rōb'-o-rate, v. t. To confirm.
erōss'-quēs-tion, v. t. To cross-examine.
de-fēnd'-ant, n. One who opposes a complaint.

de-pō'-nent, n. One who gives written testimony to be used in court.
dōe'-u-ment, n. A writing furnishing proof of evidence.
ēq'-ul-ta-bly (ēk'-wī-), adv. Justly; impartially.
ēx-ēe'-ū-tor, n. One who performs.
ēx-ēe'-ū-tive, a. Concerned with carrying into effect.

ēx-ēe-u-trīx, n. A female executor.
ēx'pī-āte, v. t. To atone for.
fi'-at, n. A decree.
gāl'-lōws, n. A frame for the execution of criminals.
gūard'-i-an, n. One in charge of property or person of a minor.

guilt'-y, a. Wicked; evincing guilt.
hēi'-noūs, a. Enormous; odious.
hēr'-it-age, n. Inheritance.
lē-no-mīn'-i-oūs, a. Shameful; dishonorable.
il-lē'-gal, a. Unlawful.

LESSON 61.

Words used in Law.

Law and equity are two things which God hath joined, but which man hath put asunder.—*Colton.*

im'-pli-cāte, v. t. To bring into connection with.
in-hēr'-it, v. t. To receive by birth.
in-lq'-ul-ty (in-ik'-wī-tŷ), n. A sin or crime.
in-jūs'-tice, n. Violation of the rights of a person.
in-tēs'-tate, a. Without a will.
in-vāl'-id, a. Of no force.
in-vēs'-ti-gāte, v. t. To inquire into.
jūdg'-ment, n. Decision of a court.
ju-dī'-cial (-dīsh'-al), a. Ordered by a court.
ju-ris-dīc'-tion, n. The limit within which power may be exerted.

jūs'-tice, n. Merited reward or punishment.
lāw'-yer, n. A practitioner of law.
lēg'-a-cy, n. A bequest.
lē'-gal-ly, adv. According to law.
lēg-a-tēe', n. One to whom a legacy is bequeathed.
le-gīt'-i-mate, a. In accordance with law.
lē-ni-ent, a. Merciful; acting without severity.
li'-a-ble, a. Responsible.
li'-bel, v. t. To defame.
li'-cense, n. A written document by which permission is granted.

LESSON 62.

Words used in Law.

They are the best laws, by which the king hath the greatest prerogative, and the people the best liberty.—*Bacon.*

lien, n. A legal claim.
lit'-i-gāte, v. t. To contest in law.
māg'-is-trāte, n. A public civil officer.
mōrt'-gāge (mōr'-gēj), n. A conveyance of property for security.
mōrt-gā-gēe' (mōr-), n. One to whom a mortgage is given.
mōrt'-gā-ger (mōr-), n. The one who conveys property as security for the payment of debt.
nō'-ta-ry, n. A public officer who certifies deeds and other writings.

nūl'-li-fŷ, v. t. To make void; to deprive of legal force.
pēn'-al-ty, n. Punishment for crime or offense.
pēn-i-tēn'-tia-ry (-sha-rŷ), n. A house of correction where offenders are confined for punishment, and made to labor.
pēr'-ju-ry, n. False swearing.
pēt'-it (pēt'-y), a. Small; little.
plāin'-tiff, n. The person who commences a suit.

plēa, n. That which is alleged by a party in support of his cause.

prō'-bate, n. Official proof.

rāt'-a-ble, a. Liable by law to taxation.

re-lēase', v. t. To give liberty to.

rēt-ri-bū'-tion, n. Reward and punishment.

seāf'-fold, n. An elevated platform for the execution of a criminal.

sig'-na-tūre, n. One's name written by his own hand.

LESSON 63.

Words used in Law.

The greatest attribute of Heaven is mercy;
And 'tis the crown of justice, and the glory,
Where it may kill with right, to save with pity.—*Beaumont and Fletcher.*

shēr'-iff, n. The officer of the county, who executes the laws.

so-līc'-it-or, n. An attorney or advocate.

sub-poē'-nā (-pē-), n. A writ commanding the attendance in court of the person on whom it is served, as a witness.

sūe, v. t. To seek justice by legal process.

tēch-ni-cāl'-i-ty, n. That which is peculiar to any profession or trade.

tēs'-ta-ment, n. A will.

tēs'-ti-mo-ny, n. Proof of some fact.

trēs'-pass, n. Voluntary transgression of the moral law.

tri-bū'-nal, n. A court of justice.

vāl'-id, a. Having legal strength or force.

vēn'-ūe, n. A neighborhood or near place.

vēr'-dict, n. Decision, judgment.

vēr'-i-fy, v. t. To prove to be true.

vē'-to, n. An authoritative prohibition.

vīn'-di-cāte, v. t. To defend with success.

void, a. Of no legal effect whatsoever.

vouch, v. t. To make good a warranty of title.

vouch-ēe', n. The one who is called into court to make good his warranty of title.

vouch'-er, n. One who vouches to anything.

wrōng, n. That which is not right.

LESSON 64.

DICTATION EXERCISE.

The quality of mercy is not strain'd,
It droppeth as the gentle rain from heaven
Upon the place beneath: it is twice bless'd;
It blesseth him that gives, and him that takes:
'Tis mightiest in the mightiest; it becomes
The throned monarch better than his crown:
It is enthroned in the hearts of kings,
But mercy is above this sceptred sway:
It is an attribute to God himself,
And earthly power doth then show likest God's,
When mercy seasons justice.—*Shakespeare.*

LESSON 65.

CRIMES AND CRIMINALS.

" Oh how many deeds of deathless virtue and immortal crime,
The world had wanted, had the actor said
'I will do this tomorrow.' "

āb-dūet', v. t. To take away surreptitiously.	īm-pōs'-tor, n. A pretender.
ās-sās'-sīn, n. One who tries to kill by secret assault.	īn-çēn'-dī-a-ry, n. One who secretly sets fire to a building.
būrġ'-lar, n. One who breaks into a house to steal.	lār'-çe-ny, n. Theft.
eōn-spīr'-a-çy, n. A combination of men for an evil purpose.	rōb'-ber-y, n. Plunder; theft.
erīm'-i-nal, n. One guilty of crime.	rōgue, n. A cheat.
fēl'-on, n. A person guilty or capable of crime.	rūf'-fian (-yan), n. A brutal fellow.
frāt'-rī-çide, n. One who kills a brother.	smūġ'-ġler, n. One who exports or imports secretly without paying duty.
nōm'-i-çide, n. A person who kills another.	stīġ'-mā, n. Any mark of infamy.
	sū'-i-çide, n. Self-murder.
	thiēv'-er-y, n. Theft.
	vā'-ġran-çy, n. Wandering without a settled home.
	vīl'-lain, n. A wicked, vile person.

LESSON 66.

HOMOPHONOUS WORDS.

One crowded hour of a glorious life
Is worth a world without a name.—*Walter Scott.*

dew (dū), n. Moisture in the atmosphere condensed.	ēarn, v. t. To gain by labor.
dūe, a. Owed, as a debt.	ūrn, n. A vessel for earth or ashes.
dōne, p. p. Completed.	ewe (yū), n. A female sheep.
dūn, v. t. To urge payment; (<i>a.</i>) a brown color.	yew, n. A kind of tree.
die, v. i. To cease to live.	fāir, a. Just; beautiful.
dye, v. t. To color.	fāre, n. Food; the sum paid for conveying a person from one place to another.
dū'-al, a. Consisting of two.	fāte, n. Doom.
dū'-el, n. A combat between two.	fēte, n. A feast.
dī'-ing, v. Ceasing to live; fading from view.	fīēa, n. A small insect.
dye'-ing, v. Coloring.	fīēe, v. i. To run away.

LESSON 67.

GOVERNMENT.

For forms of government let fools contest ;
 Whate'er is best administered is best :
 For modes of faith let graceless zealots fight ;
 His can't be wrong whose life is in the right. — *Pope.*

ăb'-so-lūte, a. Without limit.
ăl-lē'-glānce, n. The duty of fidelity to a king, government, or state.
ăm-bās'-sa-dor, n. The representative of one sovereign at the court of another.
ăn'-areh-y, n. Want of government.
Ċōn'-grēss, n. The Legislature of the United States.
ċōn-stī-tū'-tion-al, a. Regulated by the constitution.
ċōn'-sul, n. An official commissioned to reside in a foreign country as an agent or representative.
Czār, n. Title of the emperor of Russia.
ġōv'-ēr-n-ment, n. Exercise of authority; restraint.
ġōv'-ēr-n-or, n. One who is invested with supreme authority in a state.

lġ'-is-lā-tūre, n. The supreme power of a state.
mo-nār'-ehic-al, a. Vested in a single ruler.
nā'-tion-al, a. Common to a whole people or race.
pār'-lia-ment; n. The supreme council.
prġs'-i-den-ty, n. Office of president.
quō'-rūm, n. The number of members of any body competent by law to transact business.
re-pūb'-lic, n. A country governed by men chosen by the people.
rġp-re-ġġnt'-a-tive, n. A member of the lower house in a State Legislature or in the National Congress.
sġn'-a-tor, n. A member of a senate.
sōv'-er-eign, n. Supreme in power.

LESSON 68.

DICTATION EXERCISE.

We, the People of the United States, in order to form a more perfect union, establish justice, insure domestic tranquillity, provide for the common defence, promote the general welfare, and secure the blessings of liberty to ourselves and posterity, do ordain and establish this Constitution for the United States of America.

This Constitution, and the laws of the United States which shall be made in pursuance thereof, and all treaties made, or which shall be made, under the authority of the United States, shall be the supreme law of the land, and the Judges in every State shall be bound thereby, anything in the Constitution or laws of any State to the contrary notwithstanding. — *From Constitution United States.*

LESSON 69.

PERTAINING TO AUTHORITY.

Obedience is nobler than freedom. What's free?
The vex'd straw on the wind, the frothed spume on the sea?
The great ocean itself, as it rolls and it swells,
In the bonds of a boundless obedience dwells.— *Owen Meredith.*

ăe-quî-ěsçe', v. i. To comply; to agree to.
ău-thên'-tî-eâte, v. i. To establish by proof.
băn'-lîsh, v. i. To drive away.
be-sêech', v. i. To entreat; to implore.
ěarte blănche' (kărt blănsh'), n. Unlimited authority.
ěom-pěl', v. i. To urge by force; to oblige.
ěom-plî'-ançe, n. A disposition to yield to others.
ěon-čes'-sion, n. The act of yielding.
ěon-fôrm', v. i. To obey; to yield to.
ěon-jûre', v. i. To implore earnestly.

ěon-trôl', v. i. To govern.
eri-tě'-rî-on, n. A standard of judging.
dě-čl'-gion, n. Unwavering firmness.
dîe-tă'-tor, n. One invested with absolute authority.
děm-l-něer', v. i. To rule with insolence; to be overbearing.
ěn-fôrçe', v. i. To compel.
ěx-ôn'-er-âte, v. i. To clear of an accusation.
fôr-băde', v. i. Prohibited.
îm-pěr'-a-tîve, a. Commanding.
îm-por-tune', v. i. To request with urgency.

LESSON 70.

Pertaining to Authority.

Man, proud man, dressed in a little brief authority,
Plays such fantastic tricks before high heaven,
As make the angels weep.— *Shakespeare.*

îm-dûl'-gence, n. A favor granted.
îm'-flu-ençe, n. Controlling power quietly exerted.
lîm'-ît-a-ble, a. Restrained.
măn'-dâte, n. An official command.
uô'-tî-fy, v. i. To give notice to.
o-bey', v. i. To be ruled by.
ôp-prês'-sion, n. The state of being oppressed; severity.
păr'-don-a-ble, a. Admitting of excuse.
pěr'-ěmp-to-ry, a. Absolute; positive; decisive.
pěr-mîs'-sî-ble, a. Allowable.
pěr-suăde' (-swăd), v. i. To influence by argument.

prě'-čěpt, n. A direction to be followed.
pro-hîb'-it, v. i. To forbid.
re-fûg'-al, n. Denial of anything demanded or offered for acceptance.
re-mîs'-sî-ble, a. Capable of being remitted or forgiven.
rěp'-rî-mănd, n. Severe reproof for a fault.
re-sîgn', v. i. To yield to another.
re străint', n. That which restrains or hinders any action, physical, moral or mental.
rîg'-or-oûs, a. Exact; severe.
săne'-tion, v. i. To give validity or authority to.

LESSON 71.

Pertaining to Authority.

All government, all exercise of power, no matter in what form, which is not based in love and directed by knowledge, is a tyranny.— *Mrs. Jameson.*

sěrv'-ant, n. One who labors for his master or employer.

sěrv'-içe, n. Labor performed for another.

se-věre', a. Very strict.

se-věr'-i-ty, n. Extreme strictness; harshness.

slāv'-er-y, n. Bondage.

stěrn'-ness, n. Severity.

striet'-ness, n. Exactness in the observance of rules.

strin'-gent, a. Making severe requirements.

sūb-jē'-tion, n. Bringing under the dominion of another.

sūb-mīs'-sion, n. Meekness; obedience.

sūb-ōr'-di-nāte, a. Holding a lower position.

sūp'-plī-eāte, v. i. To implore.

su-prēm'-a-çy, n. Higher authority.

sūr-veīl'-lançe, n. Inspection; watch.

te-nāç'-i-ty, n. Firmness.

thwart, v. i. To frustrate or defeat.

ty-rān'-nīe-al, a. Severe in government.

ūm'-pīre, n. One who decides a controversy.

ūn-çēr'-tain-ty, n. Doubtfulness.

yiēld, v. i. To give up the contest; to submit.

LESSON 72.

WORDS USED IN POLITICS.

"If you can climb to the top without falling,
Do it. If not, go as high as you can.
Man is not honored by business or calling;
Business and calling are honored by man."

āp-point-ēe', n. A person appointed.

bāl'-lot, n. A printed ticket used in voting; the act of voting by ticket.

eām-pāign', n. The time an army keeps the field.

eān'-di-date, n. One who seeks an office or is proposed for the same.

dēl'-e-gate, n. A representative.

dēm'-a-gōgue, n. An artful political orator.

ē-lēe-tion-ēer', v. i. To use arts to secure an election.

ēl'-i-gī-ble, a. Proper to be chosen.

fēd'-er-al, a. Pertaining to a league or contract.

lēague, n. A union of persons.

ma-jōr'-i-ty, n. More than half.

mī-nōr'-i-ty, n. The smaller number.

nōm-i-nā'-tion, n. The power of naming for an office.

nōm-i-nēe', n. One who has been named for an office.

ōf-fl'-cial (-fish'-al), a. Pertaining to an office or public trust.

plu-rāl'-i-ty, n. A greater number; the excess of votes cast for one individual over those cast for any one of several competing candidates.

po-lit'-le-al, a. Relating to state affairs.

pōl-i-tī'-cian (-tish'-an), n. One versed in politics.

prē'-çinet, n. A district within certain boundaries.

u-nān'-i-mōūs, a. Of one mind.

LESSON 73.

MISCELLANEOUS.

Be good, sweet maid, and let who will be clever ;
Do noble things, not dream them, all day long :
And so make life, death, and that vast forever
One grand, sweet song.—*Charles Kingsley.*

fāb'-u-lōūs, a. Not real; fictitious.
fāl'-li-ble, a. Liable to fail or mistake.
fās'-ten (fās'-n), v. t. To fix firmly.
fōa'-gi-ble, a. Capable of being done.
fōr-mēnt', v. t. To set in motion.
fīe-tī'-tious (-tīsh'-ūs), a. Not genuine; false.
fīl'-ial (fīl'-yāl), a. Bearing the relation of a child to parents.
fī'-nite, a. Having a limit.
fīēx'-i-ble, a. Yielding to pressure; pliable.
fīm'-gy, a. Without strength; of loose structure.

fō-mōnt', v. t. To apply warm lotions to.
fōr'-tu-nate, a. Lucky.
fōs'-sil, n. That which is old.
frāg'-ile, a. Easily broken.
frāg'-ment, n. A small detached portion.
hēr-mēt'-ic-al-ly, adv. Perfectly close.
hīd'-e-ōūs, a. Dreadful to behold.
hōr'-ri-ble, a. Terrible.
hȳ-mē-nē'-al, a. Pertaining to marriage.
hȳ'-phen, n. A mark for joining two syllables.

LESSON 74.

PERTAINING TO SCHOOLS.

I call a complete and generous education, that which fits a man to perform justly, skillfully and magnanimously, all of the offices, both private and public, of peace and war.—*Milton.*

ab'-sence, n. State of being absent.
a-cād'-e-my, n. A school of arts and sciences; or one holding a place between common schools and colleges.
Āl'-mā Mā'-ter, n. College or seminary where one is educated.
bāc-ca-lau'-re-ate, n. Bachelor of arts.
eāt'-a-lōgue, n. Register of names.
elās'-sīc-al, a. Of the first rank, especially in literature or art.
eōl'-lēge, n. A school for study and instruction in higher branches.
eōm-mēnçe'-ment, n. The day when degrees are conferred by colleges upon students.
eār-ric'-u-lūm, n. A course of study.

de-līn'-quent, a. Failing in duty.
de-pārt'-ment, n. One of the divisions of instruction.
dīs-ċī-plīn-ā-rī-an, n. One who enforces rigid discipline.
ēd'-u-cā-tor, n. One who educates.
ēn-rōll', v. t. To record.
ēx-ām'-īne, v. t. To inquire into; to scrutinize.
ēx'-er-ċise, v. t. To set in action; to develop.
fāc'-ul-ty, n. A body of men to whom any specific right is granted.
grād'-ū-āte, v. t. To mark with degrees.
īn'-stī-tūte, n. Institution of learning.
īn-strūc'-tion, n. The act of furnishing with knowledge.

LESSON 75.

Pertaining to Schools.

Mercy is the fruit of knowledge, cruelty, of ignorance.—*Chas. Roade.*

in-ter-mis'-sion, n. A temporary pause.
knōwl'-edge, n. Information.
lī-çē'-um, n. An association for literary improvement.
pāreh'-ment, n. The skin of a sheep or goat prepared for writing on.
pēd'-a-gōgue, n. A school master.
rēç-l-tā'-tion, n. The rehearsal of a lesson by pupils before their teacher.
rēg'-is-ter, n. A roll; an official enumeration.
rēg-u-lār'-i-ty, n. Conformity to rule.
re-view' (-vū), n. A looking over.
sehōl'-ar-shīp, n. Learning.
sçī-en-tīf'-le, a. Used in science.
sēm'-i-na-ry, n. A school, academy, college or university.

sēn'-lor (sēen'-yur), n. One in the fourth year of his collegiate course, or third year at a professional school.
sōph'-o-mōre, n. One belonging to the second of the four classes in college.
stū'-dī-oūs, a. Given to study.
stu-pīd'-i-ty, n. Extreme dullness of understanding.
sū-per-in-tēnd'-ent, n. One who over-sees anything, with power of direction.
tēach'-a-ble, a. Apt to learn.
tu'-i'-tion, n. Money paid for instruction.
vāl-e-dīe'-to-ry, n. An address spoken at commencement of a college, by one of the class who receives the degree of bachelor of arts.

LESSON 76.

DICTATION EXERCISE.

Knowledge and wisdom, far from being one,
 Have oft times no connection. Knowledge dwells
 In heads replete with thoughts of other men;
 Wisdom in minds attentive to their own.
 Knowledge—a rude, unprofitable mass,
 The mere materials with which Wisdom builds,
 Till smoothed, and squared, and fitted to its place—
 Does but encumber whom it seems to enrich.
 Knowledge is proud that he has learned so much;
 Wisdom is humble that he knows no more.—*Cowper.*

LESSON 77.

ORATORY.

He is the eloquent man who can treat subjects of an humble nature with delicacy, lofty things impressively, and moderate things temperately.—*Cicero.*

ad-drēss', n. A formal discourse either written or verbal.
ūr-tle'-ū-late, a. Distinctly uttered.
eā'-dēnçe, n. Regular fall or modulation of sound.
dī'-a-lēet, n. Form of speech.

e-jāe'-ū-lāte, v. t. To utter by sudden impulse.
ēl-o-eū'-tion, n. The power of expression by words.
ēl'-o-quent, a. Speaking with fluency and elegance.

ëm'-pha-sis, n. Force impressed by pronunciation.

ëx-tëm-po-rä'-ne-oüs, a. Without previous study; off-hand.

flū'-ent, a. Gliding; easily moving.

gës-tie'-u-läte, v. i. To make motions; to act.

güt'-tur-al, a. Formed in the throat.

ha-rängue', n. A noisy or pompous speech.

Im-prömp'-tū, adv. Without previous study.

lëe'-türe, n. A discourse on any subject.

nä'-gal, a. Spoken through the nose.

o-rä'-tion, n. An elaborate discourse.

pre-nün-çi-ä'-tion, n. The act of uttering with articulation.

püñe-tu-ä'-tion, n. The art of pointing a writing or discourse.

rhe-tör'-ic-al, a. Oratorical.

LESSON 78.

HOMOPHONOUS WORDS.

"Not all who seem to fail have failed indeed,
Not all who fail have therefore worked in vain;
For all our acts to many issues lead."

fēat, n. An exploit.

fēet, n. Plural of foot.

flūe, n. An air passage, especially that of a chimney.

flew, v. i. Past of fly.

flour, n. Finely ground grain.

flow'-er, n. A blossom.

fört, n. A fortified place.

förte, n. That in which one excels.

förth, adv. Forward.

föurth, n. One of four equal parts:
(a.) next following third.

foul, a. Filthy.

fowl, n. A bird; poultry.

fränk, a. Free; candid.

fräne, n. A French coin.

frēeze, v. i. To congeal.

friēze, n. A coarse cloth.

gält, n. Manner of walking.

gäte, n. An entrance.

gilt, n. Appearing like gold.

gullt, n. Crime.

LESSON 79.

SCIENCES.

Science, when well digested, is nothing but good sense and reason.—*Stanislaus.*

a-eous'-ties (-kow'-stiks), n. The science of sounds.

äs-trön'-o-my, n. The science of the heavenly bodies.

bī-öl'-o-gy, n. The science of life.

ehēm'-is-try, n. The science showing the nature and properties of bodies.

ën-to-möl'-o-gy, n. The science which treats of insects.

ëth-nöl'-o-gy, n. The science that treats of the races of men.

ët-y-möl'-o-gy, n. Treats of the derivation of words.

gäs-trön'-o-my, n. The science of good eating.

ge-öl'-o-gy, n. The science which treats of the structure of the earth.

ge-öm'-e-try, n. The science of quantity and mensuration.

gräm'-mar, n. The science of language.

hy'-gi-ëne, n. The part of medical science which treats of the preservation of health.

phī-lōs'-o-phy, n. The science of effects by their causes.

pho-tōg'-ra-phy, n. The science of the action of light on bodies.

phŷs-i-ōl'-o-gŷ, n. The science which treats of organs and their functions, in animals and plants.

po-mōl'-o-gŷ, n. Science of fruits.

sta-tist'-ies, n. The science which collects and classifies facts.

te-lōg'-ra-phy, n. The science of communicating by means of telegraphs.

the-ōl'-o-gŷ, n. The science of God and his relations to his creatures.

thē'-o-ry, n. An exposition of the general principles of any science.

LESSON 80.

DICTATION EXERCISE.

I value science — none can prize it more,
It gives ten thousand motives to adore
Be it religious, as it ought to be.
The heart it humbles, and it bows the knee;
What time it lays the breast of nature bare,
Discerns God's fingers working everywhere.
In the vast sweep of all embracing laws,
Finds Him the real and only Cause;
And in the light of clearest evidence
Perceives Him acting in the present tense;
Not as some claim, once acting, but now not,
The glorious product of His hands forgot —
Having wound up the grand autōm'aton
Leaving it, henceforth, to itself to run.—*Abraham Coles.*

LESSON 81.

PERTAINING TO SCIENCE.

When man seized the loadstone of science, the loadstar of superstition vanished in the clouds.—*W. R. Alger.*

āp-pa-rā'-tūs, n. A set of instruments for performing scientific experiments.

ba-rōm'-e-ter, n. An instrument for determining the weight of the atmosphere.

erŷ'-ŷi-ble, n. An earthen pot for melting metals.

frie'-tion, n. The effect of rubbing, or the resistance which a body meets with from the surface on which it moves.

fūse, v. t. To dissolve by heat; to melt.

gal'-va-niŷm, n. Current electricity.

hŷ-draul'-ie, a. Pertaining to fluids in motion.

hŷ'-dro-gen, n. A gas which constitutes one of the elements of water.

lāb'-o-ra-to-ry, n. The work-room of a chemist.

mi'-ero-seōpe, n. An optical instrument for magnifying objects.

ni'-tro-gen, n. A gaseous element without taste, odor or color.

ōx'-y-gen, n. A gas without smell, taste or color.

ō'-zōne, n. Oxygen in a condensed form.

phō'-no-ŷrāph, n. An instrument for the mechanical registration and reproduction of sounds.

sūe'-tion, n. The act of drawing by exhausting the air.

těl'-e-phōne, n. An instrument for reproducing articulate speech at a distance, by the aid of electricity.

těl'-e-scōpe, n. An optical instrument for viewing distant objects.

ther-mōm'-e-ter, n. An instrument for measuring temperature.

vāe'-ū-ūm, n. A space empty or devoid of all matter.

ve-lōe'-i-ty, n. Rate of motion.

LESSON 82.

MISCELLANEOUS.

Perseverance is a Roman virtue
That wins each god-like act, and plucks success
Even from the spear-proof crest of rugged danger.—*Havard.*

i'-gl-ele, n. A pendant mass of ice.

id'-i-o-cy, n. Natural absence or marked deficiency of sense and intelligence.

im-ma-tě'-ri-al, a. Unimportant.

im-mōv'-a-ble, a. Firmly fixed; steadfast.

im-pāir', v. t. To weaken; to make worse.

im-pāss'-a-ble, a. Incapable of being passed.

im-pēde', v. t. To hinder.

im-pēn'-e-tra-ble, a. Not to be entered.

im-pēr'-fect, a. Defective in quantity or quality.

im'-ple-ment, n. An instrument or utensil as supplying a requisite to an end.

in-āp-prō'-pri-ate, a. Unsuitable.

in-gū'-gu-rāte, v. t. To make a public exhibition for the first time.

in-eār'-cer-ate, v. t. To confine in jail or prison.

in'-cl-dent, n. An event; a circumstance.

in-eōg'-nī-to, a. In disguise or under an assumed character.

in-eo-hēr'-ent, a. Unconnected; inconsistent.

in-eōn-sist'-ent, a. At variance.

in-eūl'-cāte, v. t. To impress by frequent admonitions.

in-dēf'-i-nīte, a. Having no certain limits.

in-ēv'-i-ta-ble, a. Unavoidable.

LESSON 83.

ARITHMETIC.

Application is the price to be paid for mental acquisition. To have the harvest we must sow the seed.—*Bailey.*

āb'-strāet, a. Used without application to things.

ād-dī'-tion, n. Increase; that part of arithmetic which treats of adding numbers.

a-mount', n. The sum total or result.

a-nāl'-y-sis, n. Resolution of anything into its elements.

ān'-a-līze, v. t. To separate into first principles.

a-rith'-me-tic, n. The science of numbers.

āv'-er-age, n. A mean proportion.

āv-oir-du-pois' (av-er-), n. A system of weights for coarser commodities.

bā'-sis, n. The first principle.

eāl'-eu-lāte, v. t. To reckon; to compute.

eār'-at, n. Weight of four grains.

qī'-pher, n. A character that by itself expresses nothing, but placed at the right of a number increases its value tenfold.

děč'-i-mal, n. Having tenfold increase or decrease.

děf'-i-čít, n. Deficiency in amount.

děm'-on-strāte, v. t. To make evident or plain.

de-nēm-i-nā'-tion, n. A name.

dig'-it, n. One of the nine figures; any number to ten.

dim-i-nū'-tion, n. Making or growing less.

dis'-count, n. Payment in advance of interest upon money loaned.

div'-i-dend, n. A number divided.

LESSON 84.

Arithmetic.

The mind, like all other things, will become impaired, the sciences are its food,—they nourish, but at the same time they consume it.—*Bruyère.*

dí-ví'-gion, n. Separating into parts.

dól'-lar, n. A silver coin of the U. S. weighing about $412\frac{1}{2}$ grains; also gold coin weighing $25\frac{1}{10}$ grains standard gold, or $23\frac{1}{10}$ grains pure gold.

drām, } n. $\frac{1}{8}$ oz. apothecary's weight.

drāchm, } n. $\frac{1}{8}$ oz. apothecary's weight.

dū-o-děč'-i-mal, a. Proceeding by twelves.

ě-quiv'-a-lent, a. Equal in value.

ěv-o-lū'-tion, n. The extraction of roots.

ěx-ām'-ple, n. A pattern or copy; a sample.

ěx-pō'-nent, n. That which points out or represents.

ěx-trāe'-tion, n. The act of drawing out.

frāe'-tion, n. A portion.

fūn da-mēn'-tal, n. Essential part.

grōss, n. Twelve dozen; *a.* coarse.

gāin, n. Profit; benefit.

gāl'-lon, n. A measure containing four quarts.

gāuge, v. t. To measure; to estimate.

hāive, v. t. To divide into two equal parts.

in-sūr'-ance, n. Premium paid for insuring property.

in'-te-gral, a. Entire; not fractional.

in'-ter-est, n. Premium paid for use of money.

in-vo-lū'-tion, n. The multiplication of a number into itself a given number of times.

LESSON 85.

Arithmetic.

The sciences are of a sociable disposition, and flourish best in the neighborhood of each other; nor is there any branch of learning but may be helped and improved by assistance drawn from other arts.—*Blackstone.*

māth-e-ma-tí'-cian, n. One versed in mathematics.

māx'-i-mūm, n. The greatest quantity or value attainable.

mēag'-ūre, n. Estimated extent or limit.

mín'-i-mūm, n. The least quantity possible in a given case.

mín'-u-ēnd, n. The number from which another is to be subtracted.

naught, n. Nothing.

nine'-ti-eth, n. One of ninety equal parts.

no-tā'-tion, n. Any method of using signs, symbols, etc.

nū-mer-ā'-tion, n. The act of numbering.

nū'-mer-al, n. A figure or character used to express a number.

quād'-rū-ple, n. A fourfold amount.

quan'-ti-ty, *n.* Measure; amount.
quō'-tient (kwō'-shent), *n.* The number resulting from dividing one number by another.
re-çip'-ro-cal, *n.* The quotient arising from dividing unity by any quantity.
rā'-ti-o (-shi-ō), *n.* Fixed relation of numbers.

rēk'-on, *v. t.* To compute.
re-māin'-der, *n.* Anything left after removal of part.
scāle, *n.* Basis for a numeral system.
ūn'-der-wri-ter, *n.* One who insures; an insurer.
ū'-gū-ry, *n.* Illegal interest.

LESSON 86.

LINES AND FORMS.

"Right is the center of a circle, 'about right' its circumference; the circumference may be drawn to any size, but the center always remains the same."

āe'-me, *n.* The highest point.
āl'-tī-tūde, *n.* Height.
ān'-gle, *n.* A point where two lines meet.
āre, *n.* A segment of a circle.
ā'-re-ā, *n.* Any plane surface.
çen'-tral, *a.* Near the center.
çir'-ele, *n.* A plane figure bounded by a single curved line, every point of which is equally distant from a point within called the center.
çir-cūm'-fer-ençe, *n.* The line that bounds a circle.
çöl'-umn, *n.* A cylindrical support for a roof; a perpendicular set of lines.
çōn'-cāve, *a.* Hollow.

çōn'-vōx, *a.* Regularly protuberant or bulging.
çrēs'-çent, *n.* The figure of the new moon.
çū'-bie, *a.* Having the form of a cube.
çhr'-va-tūre, *n.* A continued bending.
çy'-cle, *n.* A circle.
çyl'-in-der, *n.* A long, circular body of uniform diameter.
dī-āg'-o-nal, *n.* The line joining two not adjacent angles of a quadrilateral.
dī-ām'-e-ter, *n.* A straight line through the center of a circle or sphere.
height, *n.* Altitude; elevation.
hēx'-a-gōn, *n.* A plane figure of six sides and six angles.

LESSON 87.

Lines and Forms.

"Curved is the line of beauty,
 Straight is the line of duty;
 Follow the latter and thou shalt see
 The other always following thee."

hōr-i-xōn'-tal, *a.* Parallel to the horizon; on a level.
hy-pōt'-e-nūse, *n.* The longest side of a right-angled triangle.
īr-rēg'-ū-lar, *a.* Not uniform.
ōb-lique' (-lēek or -lik), *a.* Slanting.
ōb-tūse', *a.* An angle greater than a right angle.

ōe'-ta-gōn, *n.* A plane figure of eight sides and eight angles.
pār'-al-lel, *n.* Lines equidistant from each other, proceeding in the same direction.
pēr-pen-dīc'-u-lar, *a.* Vertical; in geometry, at right angles to a given line.
pōl'-y-gōn, *n.* A plane figure with more than four sides.

pŷr'-a-mĭd, a. A solid with triangular sides meeting in a common vertex.

py-rām'-i-dal, a. Relating to pyramid.

quāḍ'-rān-ġle, n. A plane figure with four angles.

quāḍ-ri-lāt'-er-al, n. A figure having four sides and four angles.

rā'-dī-ūs, n. Half the diameter of a circle.

rēe'-tān-ġle, n. A figure having four sides and four right angles.

so-lĭd'-i-ty, n. Density.

sphēr'-ic-al, a. Round, like a sphere.

tri-ān'-ġu-lar, a. Having three angles.

vēr'-tĭ-eal, a. Upright.

zē'-nith, n. The point in the heavens directly overhead.

LESSON 88.

DICTATION EXERCISE.

"If upright or horizontal, or obliquely I incline,
Whether straight or curved you see me, I am what is called a line.
Like railroad tracks or telegraph wires or many things that I could tell,
Which side by side extend so even, are lines which we call parallel.
Should two of us be joined together at one end, and then we take
Different directions, wholly, 'tis an angle that we make.
When the lines are perpendicular, a right angle you will find;
Acute is smaller, obtuse is larger, here is one of every kind.
Draw these lines as I will show you; count them — one, two, three,
And because there are three angles, 'tis a triangle you see.
Very many kinds there may be, right-angled, acute, obtuse,
I-sōs-ċe-lēs and equilateral; let not these names your mind confuse.
If we have four sides all equal, four right angles where they meet,
And have drawn our figure neatly, we shall have a square complete."

LESSON 89.

HOMOPHONOUS WORDS.

A man can bear a world's contempt,
When he has that within which says he's worthy.— *Alexander Smith.*

ġām'-bol, v. i. To play; to frolic.

ġām'-ble, v. i. To play for money.

ġuēssed, v. i. Conjectured.

ġuēst, n. A visitor.

hāre, n. A small animal.

hāir, n. The covering of part of the head.

hēar, v. t. To perceive by the ear.

hēre, adv. In this place.

hēel, n. The back part of the foot.

hēal, v. t. To effect a cure.

heārt, n. A vital organ.

hārt, n. A wild animal.

hew (hū), v. t. To cut roughly.

hūe, n. A tint; a color.

hēard, v. t. Past tense of hear.

hērd, n. A number of beasts assembled together.

hĭm, pron. Objective case of *he*.

hĭmn, n. A song of devotion.

hōle, n. An opening.

whōle, a. All of anything.

LESSON 90.

GEOGRAPHY.

Weep not that the world changes; did it keep
A stable, changeless state, 'twere cause indeed to weep.—*Bryant.*

ăb-o-rîg'-l-nal, *a.* First; primitive;
original.
a-bÿss', *n.* A bottomless depth or gulf.
ăt'-mos-phêre, *n.* The air that sur-
rounds the earth.
ău-rô'-râ bô-re-ă'-lîs, *n.* The north-
ern lights.
eăt'-a-răet, *n.* A large waterfall.
ehăgm, *n.* A deep opening caused by
rupture.
eöl'-o-ny, *n.* A settlement.
eră'-ter, *n.* The mouth of a volcano.
e-quă'-tor, *n.* A great circle which
divides the earth into the northern
and southern hemispheres.
ē'-qui-nôx, *n.* The time when days
and nights are equal in length.

frôn'-tiêr, *n.* The part of a country
that fronts on another country.
gëy'-ser, *n.* A boiling fountain.
gë-ôg'-ra-phy, *n.* The science which
treats of the earth and its inhabitants.
glă'-cier, *n.* A field of ice or snow
moving slowly down a mountain side.
hëm'-i-sphêre, *n.* A half sphere.
ho-ri'-zon, *n.* The apparent junction
of earth and sky.
is'-land (il'-and), *n.* A body of land
surrounded by water.
lăt'-i-tûde, *n.* Distance either north
or south of the equator.
lôn'-gî-tûde, *n.* Distance either east or
west of some given meridian.
me-rîd'-i-an, *n.* An imaginary great
circle passing around the earth, and
through the poles.

LESSON 91.

Geography.

I believe this earth is but the vestibule to glorious mansions, through which a moving crowd
forever press.—*Joanna Baillie.*

më'-te-or, *n.* A transient, fiery body
seen in the atmosphere.
me-trôp'-o-lîs, *n.* The chief city of a
state or country.
mi-răge' (-răzh), *n.* An optical illusion.
ô'-a-sîs, *n.* A fertile spot in a desert.
ô-çe-ăn'-le (-she-ăn'), *a.* Found or
formed in the ocean.
pen-in'-sū-lă (-sū-, or -shÿ-), *n.* Land
almost surrounded by water.
plă-tean' (-tô), *n.* A level area of land
in an elevated position.
prăi'-rie, *n.* An extensive tract of
land without trees.
prôç'-i-plçe, *n.* A very steep descent.
ra-vîne' (ra-vên'), *n.* A deep hollow.

sçen'-er-y, *n.* Combination of natural
views.
sçe'-tion, *n.* A division; a portion.
sô'-lar, *a.* Pertaining to the sun.
sûb-ter-ră'-ne-ôûs, *a.* Under ground.
sûr'-face, *n.* The outside.
tôr'-rent, *n.* A stream running rapid-
ly, as down a precipice.
tôr'-ri-to-ry, *n.* Extent of country not
yet admitted as a State into the
Union, but has a separate legislature
of its own.
trôp'-ic-al, *a.* Pertaining to the trop-
ics.
ûn'-du-lă-ting, *p. a.* Rising and fall-
ing like waves; rolling.
văl'-ley, *n.* Space between hills or
mountains.

LESSON 92.

DICTATION EXERCISE.

"The strange current of human existence is like the Gulf Stream: three-score and ten years long, it bears each and all of us with a strong, steady sweep away from the Tropics of childhood, enameled with verdure and gaudy with bloom, through the temperate regions of manhood and womanhood, on to the frigid, lonely shores of dreary old age, snow-crowned and ice-veined. Individual destinies seem to resemble the tangled drift on those broad, bounding billows, driven hither and thither, some to be scorched by equatorial heats, some to perish with polar perils, a few to take root and flourish, and many to stagnate in the long, inglorious rest of a Sargasso Sea."

LESSON 93.

MISCELLANEOUS.

"To have the taste of a gentleman and the purse of a beggar is about the height of human misery."

in-fāt'-ū-ā-ted, *a.* Overcome by some foolish passion.

in'-fi-nīte, *a.* Unlimited.

in-nēx'-i-ble, *a.* Unalterable.

in-grā-ti-āte (-shī-āte), *v. t.* To bring into favor.

in-grē-di-ent, *n.* A component part.

in-l'-tial (-ish-al), *n.* The first letter of a word.

in-l'-ti-āte (-shī-āte), *v. t.* To begin; to introduce into a society or organization.

in-sig-nif'-i-cant, *a.* Without meaning; unimportant.

in-sta-bil'-i-ty, *n.* Want of firmness in purpose.

in'-stru-ment, *n.* That by which work is performed or anything effected.

in-tān'-gi-ble, *a.* That which cannot be touched.

in-tēn'-si-fy, *v. t.* To render more intense.

in-ter-cept', *v. t.* To stop on the way.

in-ter-fere', *v. i.* To take part in the concerns of others; to intermeddle.

in-tēr'-nal, *a.* Inward; interior.

in-ter-nā'-tion-al, *a.* Pertaining to the relation of two or more nations.

in'-tri-cate, *a.* Complicated; obscure.

ir-re-spōn'-si-ble, *a.* Not to be trusted.

i'-vo-ry, *n.* The tusks of an elephant.

jū'-ve-nile, *a.* Young.

LESSON 94.

PERTAINING TO MOTION.

There is a medium between velocity and torpidity; the Italians say it is not necessary to be an antelope, but we should not be a tortoise.—*D'Israeli.*

āe-çēl'-er-āte, *v. t.* To quicken.

āe-tiv'-i-ty, *n.* Agility.

āg'-ile, *a.* Quick of motion.

ān'-i-māte, *v. t.* To quicken; to give life to.

çe-lēr'-i-ty, *n.* Rapidity of motion.

erāwl, *v. i.* To creep.

ēx-pe-dī'-tioŋs, *a.* Quick.

hās'-ten (hās'-n), *v. t.* To hurry.

nīm'-bly, *adv.* With light, quick motion.

noīse'-less, *a.* Silent; without noise.

pro-grēs'-sion, n. A moving forward.	spright'-ly, a. Lively; brisk.
quick'-ness, n. Rapidity of motion.	stāg'-nant, a. Motionless.
ra-pid'-i-ty, n. Swiftness.	stā'-tion-a-ry, a. Not moving.
re-āe'-tion, n. Movement in a contrary direction.	swift'-ness, n. Rapid motion.
re-mov'-al, n. Change of place.	vē-lōc'-i-ty, n. Quickness of motion.

LESSON 95.

PERTAINING TO LAZINESS AND FATIGUE.

Go to the ant, thou sluggard, learn to live,
And by her busy ways reform thine own.—*Smart.*

en-nul' (ōng-uwē'), n. A feeling of weariness and disgust.	lān'-guor (lāng'-gwur), n. Listlessness.
fa-tigue', n. Exhaustion of strength.	lās'-si-tūde, n. Weariness; dullness.
in-ēr'-ti-ā (-shī-ā), n. That property of matter by which it tends when at rest to remain so, and when in motion to continue in motion.	lā'-zi-ness, n. Indolence.
in-de-fāt'-i-ga-ble, a. Not yielding to fatigue.	lēth'-ar-gy, n. Dullness; inaction.
in'-do-lençe, n. Indisposition to labor.	lol'-ter, v. i. To linger on the way.
la-bō'-ri-ōūs, a. Toilsome; tiresome.	slōv'-en-ly, a. Disorderly; not neat.
lān'-guish, v. i. To sink away; to pine.	slūg'-gard, n. A lazy person.
	squā'-lōr, n. Foulness; filthiness.
	tē'-di-ōūs or tēd'-yus, a. Wearisome.
	tire'-sōme, a. Tedious; fatiguing.
	toil'-sōme, a. Laborious.
	tōr'-por, n. Loss of motion; inactivity.
	wēa'-ri-ness, n. Exhaustion of strength.

LESSON 96.

DICTATION EXERCISE.

"Oh friend, grown weary with the painful climbing
Up Fame's high mount which ever upward slopes;
On whose sad ear Fate's bells are ever chiming
The funeral knell of thy most cherished hopes;
Hast thou drunk deep of Marah's bitter fountain?
Has thy bright gold changed into useless dross?
Remember! One before thee climbed a mountain,
And gained upon its summit — *but a cross.*"

LESSON 97.

WORDS PERTAINING TO MUSIC.

The man that hath no music in himself,
Nor is not mov'd with concord of sweet sounds,
Is fit for treasons, stratagems, and spoils.—*Shakespeare.*

can-tā'-tā, n. A musical composition comprising choruses and solos, arranged in a somewhat dramatic manner.	choir (kwir), n. A company of singers in church service.
	ehōr'-is-ter, n. One who leads a choir.

eön-düet'-or, n. The leader or director in a musical performance.
eön-träl'-to, n. The part sung by the lowest female voice.
çym'-bal, n. A musical instrument of brass.
gul-tär', n. A stringed musical instrument.
här'-mo-ny, n. A just adaptation of parts to each other.
mü-si'-cian (-zish'-an), n. A skillful performer of music.
öp'-er-ä, n. A musical drama.
ör-a-tö'-ri-o, n. A sacred composition of music, the subject of which is generally taken from the Scriptures.
ör'-ches-trä, n. A band of instrumental musicians.

pī-ä'-no, n. A musical instrument.
quar-tët', } n. A piece of music with
quar-tët'te', } four parts each sung or
 played by a single person.
sçhöt'-tische (shöt'-tēesh), n. Music appropriate to a kind of dance.
sēr-e-nāde', n. Music in the open air at night.
so-prä'-no, n. The highest female voice.
sým'-pho-ny, n. An instrumental and vocal composition of music.
völ'-un-ta-ry, n. The organ playing at the opening of church.
zith'-er, n. A musical instrument with twenty-eight strings.

LESSON 98.

HOMOPHONOUS WORDS.

Do what thou dost as if the stake were heaven,
 And that thy last deed ere the judgment day. — *Kingsley.*

i'-dle, n. Lazy.
i'-dol, n. A person or thing much loved or adored.
i'-dyl, n. A short, pastoral poem.
in-diet', v. t. To charge with crime.
in-dite', v. t. To compose.
kill, v. t. To deprive of life.
kiln, n. A large oven.
knēad, v. t. To work together.
nēed, v. t. To be in want of.
knight, n. A brave horseman; a title.
night, n. Time of darkness.

knew (nū), v. t. Past of know; to have been aware of.
gnū, n. A South African animal.
new, a. Of late origin.
knōt, v. t. To tie; to perplex.
nōt, adv. A word expressing denial.
lēs'-sen, v. t. To diminish.
lēs'-son, n. That which is to be learned.
lēr'-ee, n. An assembly.
lēr'-y, v. t. To raise or collect by assessment.

LESSON 99.

DICTATION EXERCISE.

The following is an illustration of pronunciation and spelling in the use of wrong words which have the same pronunciation as the right words, and which properly read, would sound right. In copying from dictation, the student is to write the *right* word.

A rite suite little buoy, the sun of a grate kernel, with a rough about his neck, flue up the road as swift as eh dear. After a thyme he stopped at a gnu

house and wrung the belle. His tow hurt hymn and he kneaded wrest. A feint mown of pane rows from his lips. The made who herd the belle was about to pair a pare, but she through it down and ran with all her mite, for fear her guessed would not weight. Butt, when she saw the little won, tiers stood in her ayes at the site. "Ewe poor deer! Why due yew lye hear? Are yew dyeing!" "Know," he said, "I am feint too thee corps." She bore him inn her arms, as she aught, too a room where he might bee quiet, gave him bred and meet, held cent under his knows, tide his choler, rapped him warmly, gave him some suite drachm from a viol, till at last he went fourth hail as a young horse. His eyes shown, his cheek was as read as a flour, and he gambled a hole our.

LESSON 100.

FIRE AND FUEL.

Fire! fire! It sets me in a craze
To see a first-class building all ablaze;
A burning house resembles, when I'm nigh,
Some old acquaintance just about to die.— *Carleton.*

- | | |
|---|---|
| <p>än'-thra-çite, n. A hard variety of mineral coal.</p> <p>bēa'-eon, n. A signal fire to notify the approach of an enemy.</p> <p>bī-tū'-mi-noŭs, a. Compounded with bitumen and mineral pitch.</p> <p>bōn'-fire, n. A fire made to express public joy, or for amusement.</p> <p>būrn'-ing, v. i. Being on fire.</p> <p>cān'-nel eōal, n. A kind of mineral coal that burns with a clear, yellow flame, and has been used as a substitute for candles.</p> <p>cār'-bon, n. Pure charcoal.</p> <p>chār'-eōal, n. Coal made by charring wood.</p> <p>eōke, n. Mineral coal charred.</p> <p>com-būs'-ti-ble, a. Capable of burning.</p> <p>eōn-fla-grā'-tion, n. Fire on a great scale.</p> | <p>fāç'-ot, n. A bundle of sticks or twigs for fuel.</p> <p>gās'-o-līne, n. A highly volatile fluid obtained from petroleum.</p> <p>hōl'-o-eaust, n. Completely consumed by fire; great loss of life by fire.</p> <p>in-ean-dēs'-çent, a. White or glowing with heat.</p> <p>in-flām'-ma-ble, a. Capable of being set on fire.</p> <p>kēr'-o-sēne, n. Oil distilled from petroleum.</p> <p>kīn'-dling, n. Material for commencing a fire.</p> <p>pēat, n. A kind of vegetable substance, dried, used for fuel.</p> <p>pe-trō'-le-ūm, n. A liquid, inflammable, bituminous oil.</p> |
|---|---|

LESSON 101.

FURNITURE.

"Home's not merely four square walls,
Though with pictures hung and gilded;
Home is where affection calls.
Filled with shrines the heart hath builded."

- | | |
|--|---|
| <p>bēd'-stēad, n. A frame for supporting the bed.</p> <p>bōōk'-eāse, n. A case with shelves for holding books.</p> | <p>brie'-a-brāe, n. A miscellaneous collection of antiquarian or artistic curiosities.</p> <p>bū'-reau (bū'-rō), n. A chest of drawers.</p> |
|--|---|

- căb'-i-net**, *n.* A piece of furniture with drawers, shelves and doors.
- chăn-de-liêr'**, *n.* A frame with branches to hold a number of lights for illumination.
- chif'-fo-niêr'** (**shif'-fon-êêr'**), *n.* A movable and ornamental piece of furniture.
- cûp'-board** (**kûb'-urd**), *n.* A small closet in a room, with shelves for dishes.
- cush'-ion**, *n.* Any stuffed or padded surface.
- dî-vân'**, *n.* A movable sofa.
- êa'-gel**, *n.* A frame on which pictures are placed.
- lounge**, *n.* A small sofa.
- ôt'-to-man**, *n.* A stuffed seat without a back.
- péd'-es-tal**, *n.* The part on which an upright work stands.
- portiere** (**pôr-tî-êr'**), *n.* A curtain, hanging across the opening for a door.
- râ'-di-â-tor**, *n.* The part of a heating apparatus the use of which is to radiate heat.
- re-frîg'-er-â-tor**, *n.* A box for keeping things cool by means of ice.
- side'-bôard**, *n.* A piece of cabinet-work, with compartments for dishes.
- sô'-fâ**, *n.* A long, cushioned seat, used as a piece of furniture.
- tête'-à-tête** (**tât'-â-tât**), *n.* A form of sofa for two persons.

LESSON 102.

PERTAINING TO PICTURES.

Every man carries in his own head more pictures than are to be found in all the galleries of the world.—*Beecher*.

- ăm'-bro-type**, *n.* A picture taken on prepared glass.
- da-guêrre'-o-type**, *n.* A picture on a plate of copper.
- dû'-pli-cate**, *n.* An exact copy.
- êf'-fî-gy**, *n.* An imitative figure.
- fâc-sim'-i-le**, *n.* An exact counterpart or copy.
- îm-i-tâ-tion**, *n.* Likeness.
- like'-ness**, *n.* That which resembles or copies.
- lith'-o-graph**, *n.* A print from a drawing on a stone.
- min'-i-a-tûre**, *n.* A painting in colors on a reduced scale.
- nêg'-a-tive**, *n.* A picture on glass, used for producing photographs.
- ô'-le-o-graph**, *n.* A picture produced in oils, by a process similar to lithographic printing.
- păint'-ing**, *n.* A likeness, image, or scene depicted with paints.
- phô'-to-graph**, *n.* A picture obtained by photography.
- pie-tur-êsque**, *a.* Fitted to form a good or pleasing picture.
- pôr'-trait**, *n.* An exact likeness of a person.
- rêp-re-sen-tâ-tion**, *n.* A picture, model or other facsimile.
- re-gêm'-ble**, *v. i.* To be alike or similar to.
- sîm-i-lăr'-i-ty**, *n.* Close likeness.
- sî-mîl'-i-tûde**, *n.* Likeness; resemblance.
- xy-lôg'-ra-phy** (**xi-lôg'**), *n.* Wood engraving.

LESSON 103.

MISCELLANEOUS.

A little learning is a dangerous thing;
 Drink deep, or taste not the Pierian spring:
 There shallow draughts intoxicate the brain,
 And drinking largely sobers us again.—*Pope.*

- lā'-bel**, *n.* A slip of paper affixed to anything, denoting its contents.
lō-eo-mō'-tīve, *n.* A steam engine on wheels.
lon-ġēv'-i-ty, *n.* Length of life.
lū'-bri-cāte, *v. t.* To make smooth or slippery.
māt'-ri-mo-ny, *n.* Marriage.
mēs'-mer-izm, *n.* The art of inducing a state of the nervous system in which the actor claims to control the actions, and communicate directly with the mind of the recipient.
mōd'-ern-ize, *v. t.* To cause to conform to recent or present use or taste.
mōd'-i-fy, *v. t.* To give new form to.
mo-mēn'-toūs, *a.* Of great consequence.
mōn'-ō-grām, *n.* A character composed of two or more letters interwoven.
mo-nōt'-o-noūs, *a.* Continued with dull uniformity.
nāt'-ū-ral, *a.* Not artificial nor exaggerated.
nēc'-es-sa-ry, *a.* Essential.
neigh'-bor-hōōd, *n.* Adjoining district.
neū'-tral, *a.* Not decided or pronounced; indifferent.
nēm'-i-nal, *a.* Existing in name only.
nōr'-mal, *a.* Performing proper functions.
no-tō'-ri-ōūs, *a.* Manifest to the world.
nōv'-el-ty, *n.* Recentness of introduction; a new or strange thing.
nūp'-tial, *a.* Pertaining to marriage.

LESSON 104.

PERTAINING TO THE MIND.

"Were I so tall to reach the pole,
 Or grasp the ocean with my span,
 I must be measured by my soul,
 The mind's the standard of the man."

- ān-tiġ'-i-pāte**, *v. t.* To have a previous view or impression.
āp-prē'-ci-āte (-shī-āt), *v. t.* To estimate justly; to value.
āp-pre-hēnd', *v. t.* To understand; to believe.
ās-ġer-tāin', *v. t.* To make certain; to assure.
ās-sīd'-ū-ōūs, *a.* Constant in application or attention.
be-līēve', *v. t.* To regard as true.
eōġ'-nī-zant (eōġ'- or eon'-), *a.* Having knowledge of.
eōm-plicā'-tion, *n.* Perplexity; entanglement.
eōm-pre-hēnd', *v. t.* To understand.
eōn-jēe'-ture, *n.* Probable inference; surmise.
eōn'-science (kōn'-shens), *n.* The moral sense.

eõn'-sciõus (kõn'-shüs), *a.* Possessing the faculty or power of knowing one's own thoughts or mental operations.

eõn'-struge, *v. t.* To interpret; to understand.

eõn'-tem-pläte or **eõn-tẽm'-pläte**, *v. t.* To meditate on; to study.

ere-dũ'-li-ty, *n.* A disposition to believe on slight evidence.

eũ-ri-õs'-i-ty, *n.* Disposition to inquire, investigate or seek after knowledge.

de-õl'-pher, *v. t.* To unravel; to find out so as to make known the meaning of.

dẽs'-ig-näte, *v. t.* To mark out and make known.

de-tẽr'-mĩne, *v. t.* To ascertain definitely.

de-vẽl'-op, *v. t.* To unfold gradually.

LESSON 105.

Pertaining to the Mind.

Talk not of talents; what hast thou to do?

Thy duty, be thy portion five or two.

Talk not of talents; is thy duty done?

Thou hadst sufficient, were they ten or one.—*Montgomery.*

dĩ-grẽss', *v. i.* To wander from the main subject of attention in writing or speaking.

dĩl'-i-õent, *a.* Steady and devoted in application.

dĩs-a-grẽe', *v. i.* To differ in opinion.

dĩs-õẽrn'-ment, *n.* The faculty of the mind which distinguishes one thing from another.

dĩs-erẽ'-tion, *n.* Prudence; judgment.

dĩs-erĩm'-i-nate, *v. t.* To distinguish; to select.

dĩs-tĩn'-guish, *v. t.* To recognize or discern.

ẽn-dẽav'-or, *n.* An exertion of intellectual or physical strength.

e-nĩõ'-mã, *n.* A statement, the hidden meaning of which is to be discovered or guessed.

ẽx-pẽet'-ant, *a.* Looking for; waiting.

fãth'-om, *v. t.* To get to the bottom of.

feign (fãn), *v. t.* To pretend; to imagine.

õẽn'-lus (jẽn'-yũs), *n.* Distinguished mental superiority.

i-dẽ'-al, *a.* Existing in thought.

i-dẽn'-ti-fy, *v. t.* To prove to be the same.

ĩm-ãõ-i-nã'-tion, *n.* Image-making power; conception.

ĩm-pro-vise', *v. t.* To bring about on a sudden; off-hand, or without previous preparation.

ĩn-eli-nã'-tion, *n.* Leaning of the mind, feelings, preferences, or will.

ĩn-erẽd'-i-ble, *a.* Impossible to be believed.

ĩn-de-pẽnd'-enõe, *n.* Free from dependence on others.

LESSON 106.

Pertaining to the Mind.

Each, after all, learns only what he can;

Who grasps the moment as it flies,

He is the real man.—*Goethe.*

ĩn-dĩs-erĩm'-i-nate, *a.* Not making any distinction.

ĩn'-fer-enõe, *n.* A conclusion.

ĩn-fẽ'-ri-or, *a.* Lower in place, rank, or excellence.

ĩn-õe-nũ'-i-ty, *n.* Power of ready invention.

in-quir'-y, n. Research; investigation.
in'-stinct, n. Inward impulse.
in'-tel-lēct, n. The power to judge and comprehend.
in-tēr'-pret, v. t. To make clear; to explain the meaning of.
in-tēr'-ro-gāte, v. t. To ask questions.
in-tu-'tion (-ish'-un), n. Immediate perception; instinctive knowledge of the relations of ideas, facts, or actions.
lōg'-ic-al, a. According to reason.
ōb-jēc'-tion, n. Reason or argument against.

ōb-liv'-i-on, n. Forgetfulness.
ōb'-sti-nate, a. Not yielding to reason.
o-pin'-ion (-yūn), n. A mental conviction on any point of knowledge.
ōp'-tion (-shūn), n. The power of choosing.
pēr-çēiv'e, v. t. To discern; to behold.
per-vēr'-sī-ty, n. Obstinacy.
prēf'-er-ençe, n. Choice
prōs-e-cū'-tion, n. Pursuits by effort of body or mind.

LESSON 107.

Pertaining to the Mind.

Our whitest pearl we never find;
 Our ripest fruit we never reach;
 The flowering moments of the mind,
 Drop half their petals in our speech.—*Holmes.*

pro-spēc'-tive, a. Looking forward in time.
rā'-tion-al (rāsh'-un-al), a. Having reason.
rē'-al-ize, v. t. To impress upon the mind as real; to accomplish.
rēe'-og-nize, v. t. To allow that one knows; to know again.
rēe-ol-lēct', v. t. To remember.
rēf'-er-ençe, n. One who or that which is referred to.
re-flēc'-tion, n. Meditation.
re-mēm'-brance, n. Memory; recollection.
rē'-tro-spect or rēt'-ro-, n. A contemplation of things past.
sa-gā'-ciōus, a. Shrewd; wise.

skēp'-ti-clēm, h. An undecided, inquiring state of mind.
spēc'-ū-lāte, v. t. To contemplate; to consider.
sto-lid'-i-ty, n. Dullness of intellect.
su-pēr-fī'-cial (-fīsh'-al), a. Not deep nor profound.
sūp-po-sit'-tion, n. The act of imagining what is not proved to be true.
tāl'-ent-ed, a. Possessing skill or talent.
ūn-der-stānd', v. t. To have knowledge of; to comprehend; to know.
ūn-rēa'-son-a-ble, a. Not agreeable to reason.
vāç'-il-lāte, v. i. To fluctuate in mind or opinion; to waver.
va-gā'-ry, n. A wandering of the thoughts.

LESSON 108.

DICTION EXERCISE.

Our brains are seventy-year clocks. The Angel of Life winds them up once for all, then closes the case, and gives the key into the hand of the Angel of the Resurrection. Tic-tac! tic-tac! go the wheels of thought; our will cannot stop them; they cannot stop themselves; sleep cannot still them; madness only makes them go faster; death alone can break into the case, and, seizing the ever-swinging pendulum, which we call the heart, silence at last the clicking of the terrible escapement we have carried so long beneath our wrinkled foreheads.—*Oliver W. Holmes.*

LESSON 109.

HOMOPHONOUS WORDS.

Truth crushed to earth will rise again ;
 The eternal years of God are hers ;
 But Error, wounded, writhes in pain,
 And dies amid his worshippers.— *Bryant*.

lax, *a.* Not severe, rigid or strict;
 loose.
läks, *v. t.* Wants; needs.
li'-ar, *n.* One who falsifies.
lyre, *n.* A musical instrument.
lie, *n.* A falsehood.
lye, *n.* Solution obtained by water
 passing through wood ashes.
links, *n.* Rings or parts of a chain.
lynx, *n.* A kind of wild cat, that prowls
 about at night.
loan, *n.* That which is lent.
lone, *a.* Solitary.

löch (lök), *n.* A lake.
lock, *n.* A fastening for doors, trunks,
 etc.
mail, *n.* Mailed matter, as letters,
 papers, etc.
mäle, *a.* Masculine.
mäde, *v. t.* Completed.
mäld, *n.* An unmarried woman.
mäne, *n.* Long hair on the neck of
 an animal.
mäin, *a.* Chief.
mäze, *n.* Perplexity.
mälze, *n.* Indian corn.

LESSON 110.

LITERATURE.

It is the masterful will that compresses a life-thought into a pregnant word or phrase, and sends it ringing through the centuries.— *Mathews*.

a-erös'-tie, *n.* A poem whose initial
 letters spell a word or words.
äd'-äge, *n.* An old saying; a maxim.
äl'-le-go-ry, *n.* Description of one
 thing under the image of another.
äl'-ma-näe, *n.* A book containing a
 calendar of days, weeks, and months.
äm'-bi-gü'-i-ty, *n.* Uncertainty of sig-
 nification.
än'-nals, *n.* A series of historical
 events.
a-nön'-y-mous, *a.* Without the real
 name of the author.
au-to-bi-ög'-ra-phy, *n.* One's life
 written by one's self.
äx'-i-om, *n.* A self-evident truth; a
 maxim.
bélles-lët'-tres (bél-lët'-ter), *n.* Polite
 or elegant literature.

bi-ög'-ra-phy, *n.* History of one's life
 and character.
eöm'-men-ta-ry, *n.* A book of expla-
 nations on the work of any author.
dëf-i-ni'-tion, *n.* An explanation of
 the meaning of a word or term.
de-täil, *v. t.* To report minutely.
dïe'-tion-a-ry (-shün-), *n.* A book
 containing words arranged alphabet-
 ically, with explanations of their
 meaning.
ën-cy'-elo-pë'-di-ä, *n.* A general survey
 of human knowledge.
ër-rö'-ne-ous, *a.* Liable to mislead.
ës'-säy, *n.* A composition treating of
 any particular subject.
fä'-ble, *n.* A feigned story intended
 to instruct or amuse.
fig'-ur-a-tive, *a.* Not literal.

LESSON III.

Literature.

Books, we know, are a substantial world, both pure and good ;
Round these, with tendrils strong as flesh and blood,
Our pastime and our happiness will grow.— *Wordsworth.*

glōs'-sā-ry, n. A limited dictionary.
hīs'-to-ry, n. Record of past events.
il-lit'-er-ate, a. Ignorant of books; unlearned.
il-lūs'-trāte, v. t. To ornament and explain by pictures.
in'-dex, n. A table for facilitating reference to topics.
lēg'-end or lē'-gend, n. Any story handed down from early times.
lit'-er-a-ry, a. Pertaining to literature.
lŷr'-ie, n. A poem which expresses the individual emotions of the poet.
mēm'-oir or mēm'-(-wor), n. A written memorial of an individual.
nār'-ra-tive, n. A story.
nō'-men-clā-ture, n. A list of the more important words in a language, with their signification.

pām'-phlet, n. A small book stitched together, but not bound.
pār'-a-ble, n. A kind of fable from which a moral is drawn.
pār'-a-graph, n. A short sentence or passage.
pār'-o-dy, n. A writing by which the words of the author are, with slight alterations, adapted to a different purpose.
per-sōn'-i-fŷ, v. t. To treat as a person.
pie-tō'-ri-al, a. Illustrated by pictures.
plā'-gia-rist, n. One who purloins the writings of another, and passes them off as his own.
plau'-si-ble, a. Apparently right.
pō'-et-ry, n. Metrical composition; verse.

LESSON II2.

Literature.

It is the glorious doom of literature, that the evil perishes and the good remains.— *Bulwer Lytton.*

prē'-ām-ble, n. An introductory portion; a preface.
prēf'-ace, n. An introduction to a book.
pro-vēr'-bi-al, a. Resembling or suitable to a proverb.
quo-tā'-tion, n. A part of a book or writing named, repeated as an illustration.
rhŷme (rim), n. A word answering in sound to another word; harmony of language.
rhŷthm (rithm), n. Harmonious flow of vocal sounds.

ro-mānce', n. An extravagant story.
sāt'-ire, n. An invective poem.
sa-vant' (sā-vōng'), n. One versed in literature or science.
sēn-sā'-tion-al, a. Fitted to excite great interest.
sēn'-si-ble, a. Containing sense or reason.
sēn-ti-mēn'-tal, a. Having or containing sentiment.
sē'-quel, n. A succeeding part.
sē'-ri-al, n. A work appearing in a series or a succession of parts.
stān'-zā, n. Part of a poem.

stē'-re-o-type, *v. t.* To compose a book in fixed types.

sūp'-ple-ment, *n.* That which completes something already arranged.

sŷn-ŷn'-y-mōŷs, *a.* Conveying the same idea.

tra-dī'-tion-al, *a.* Only transmitted from age to age without writing.

vo-eāb'-ū-la-ry, *n.* A list of words arranged alphabetically and explained.

LESSON 113.

DICTATION EXERCISE.

"It may be glorious to write thoughts that shall glad the two or three high souls, like those far stars that come in sight once in a century, but better far it is to speak one simple word, which now and then shall waken the free nature in the weak and friendless sons of men.

To write some earnest verse or line, which seeking not the praise of art, shall make a clearer faith, and manhood shine in an untutored heart.

He who doeth this, in verse or prose, may be forgotten in his day, but surely shall be crowned at last with those who live and speak for aye."

LESSON 114.

MISCELLANEOUS.

Nothing ever happens but once in this world. What I do now I do once for all. It is over, it is gone, with all its eternity of solemn meaning.—*Carlyle*.

ōb-lī-gā'-tion, *n.* The binding power of a vow, promise, etc.

ōb-līt'-er-āte, *v. t.* To erase or blot out.

ōb'-sta-ele, *n.* Anything that hinders progress.

ōb'-vī-āte, *v. t.* To prevent by interception.

ōe-eā'-gion, *n.* A favorable opportunity; occurrence.

ōe-eu-pā'-tion, *n.* The principal business of one's life; possession.

ōf'-fer-to-ry, *n.* The act of offering or the thing offered.

ōf-fl'-ci-āte (-fish'-ī-āte), *v. t.* To perform the appropriate business of an office or public trust.

ō'-gle, *n.* A side glance or look.

o-mīs'-sion, *n.* The act of leaving out.

ōp'-po-gīte, *a.* Facing; contrary.

ōr'-dī-na-ry, *a.* Customary; common.

ōr-gan-i-zā'-tion, *n.* An organized existence.

ō-rī-ēn'-tal, *a.* Pertaining to the orient or east.

o-rīg'-i-nal, *a.* Pertaining to the origin.

ōr'-na-ment, *n.* That which adds grace or beauty

ōr'-phan, *n.* A child who is bereaved of both father and mother.

os-tēn'-sī-ble, *a.* Manifest; apparent.

ō-ver-whēlm', *v. t.* To overspread or crush.

ō-ver-wrōught', *v. t.* Labored to excess.

LESSON 115.

PERTAINING TO WAR OR MILITARY SERVICE.

" Whether on the scaffold high,
Or in the battle's van,
The fittest place that man can die
Is where he dies for man."

ăd'-ver-sa-ry, n. A member of a hostile party; an enemy.

ăld'-de-camp (ăd'-de-kōng), n. An officer who conveys the general's orders, and represents him in correspondence and in directing movements.

ăl-l'-ançe, n. A union or connection of interests.

ăl-l'y', n. A confederate.

ăn-ni'-hi-lâte, v. i. To reduce to nothing.

ăn-tăg'-o-nize, v. i. To act in opposition.

ăr-til'-ler-y, n. Offensive weapons of war; cannon.

băy'-o-net, n. A dagger attached to a musket.

biv'-ouăc (-wăc), n. The watch or guard of a whole army; an encampment for the night without tents or covering.

brăv'-er-y, n. Fearlessness of danger.

brig-a-diēr' gēn'-er-al, n. An officer next above a colonel.

căr'-bine, n. A fire-arm between the pistol and musket in length and weight, used by mounted troops.

căr'-tridge, n. A case containing a charge for a fire-arm.

căv'-al-ry, n. Mounted troops.

chăl'-lenge, n. An invitation to a contest.

chăp'-lain, n. A clergyman of the army.

chiēf'-tain, n. A captain or leader.

chiv'-al-ry, n. Valor; knight errantry.

colonel (kăr'-nēl), n. The commander of a regiment.

cōn-dī'-tion-al, a. Made or granted on certain terms.

LESSON 116.

Pertaining to War or Military Service.

Were half the power that fills the world with terror,
Were half the wealth bestowed on camp and courts,
Given to redeem the human mind from error,
There were no need of arsenals and forts.— *Longfellow.*

cōn'-fis-cāte or cōn'-fis'-cāte, v. i. To appropriate, as a penalty, to the public use.

cōn'-quer-or (kōng'-er-ur), n. One who gains a victory.

cōr'-po-ral, n. A military officer.

cōur'-age, n. Boldness; valor.

dī-plō'-ma-cy, n. Skill in securing advantage.

dȳ'-na-mite, n. Nitro glycerine.

ex-plot', n. A great or noble achievement.

fi-nēsse', n. Stratagem.

fōr'-age, v. i. To ravage; to feed on spoil.

fōr'-mi-da-ble, a. Exciting fear.

frā'-cas, n. A noisy quarrel.

găl'-lant, a. Brave; courageous.

hăr'-ard-ōus, a. Dangerous.

hōs'-tile, a. Unfriendly.

in'-fant-ry, n. A body of soldiers on foot.

in-vin'-ci-ble, a. Incapable of being conquered.

knāp'-säck (nāp'-), n. A soldier's sack in which to carry clothing.

mās'-sa-ere (-ker), n. A cold-blooded destruction of life.

mī-lī'-tia (-līsh'-ā), n. National military force.

mū'-ti-ny, n. Insurrection against authority.

LESSON 117.

Pertaining to War or Military Service.

Many a shaft at random sent,
Finds mark the archer little meant!
And many a word at random spoken,
May soothe, or wound, a heart that's broken.—*Scott.*

pā-trī-ōt'-le, a. Full of love for one's country.

qui-vive' (kō-vēr'). On the alert, like a sentinel.

rē-bēl', v. i. To take up arms traitorously against the state or government.

re-bēl'-lious (-yūs), a. Traitorously renouncing the authority of the government to which allegiance is due.

re-erūt', n. A newly enlisted soldier.

re-pēl', v. t. To drive back.

re-gist'-ance, n. Opposition.

se-çède', v. i. To withdraw, as a State from the Union.

se-çēs'-sion (-sēsh'-un), n. The withdrawal or attempt to withdraw from an organization.

siège, n. Continued attempt to gain possession.

skīr'-mish, n. A contest; a slight fight in war.

slaugh'-ter, v. t. To slay in battle; to visit with great destruction of life.

sōl'-dier (sōl'-jēr), n. One who serves in the army.

strāt'-a-gem, n. A plan or scheme for deceiving an enemy.

tār'-get, n. A mark for marksmen to fire at.

trāf'-ter-ōis, a. Guilty of treason; faithless.

trēa'-gon, n. Disloyalty.

vāf'-iant (vāf'-yānt), a. Heroic; brave.

vāf'-or-ōis, a. Brave; courageous.

vāq'-quish (vāqk'-wish), v. t. To conquer.

LESSON 118.

WORDS DENOTING CONFUSION.

Times of general calamity and confusion have ever been productive of the greatest minds. The purest ore is produced from the hottest furnace, and the brightest thunderbolt from the darkest storm.—*Colton.*

āg'-i-tāte, v. t. To disturb.

bā'-bel, n. Confusion.

bois'-tē-ōis, a. Noisy; rough; acting with noisy turbulence.

cha-ōt'-le, a. Confused.

cōm-mō'-tion, n. Civil or public disturbance.

cōn-fū'-sion, n. Disorder; tumult.

dis-ōr'-der, n. Confusion; disarray.

dis-sōn'-sion, n. Strife; discord.

dis-tūrb'-ance, n. Violent disorder.

ēx-cite'-ment, n. Agitation.

hūb'-būb, n. A great noise.

hūb'-lū-bār-lū, n. Confusion.

häs'-tle, v. i. To move hastily and in confusion.
rämp'-age, n. A state of excitement or passion.
ri'-ot-öns, a. Unrestrained; engaging in riot.
rough (rűf), a. Tempestuous; not smooth.

störm'-y, a. Proceeding from violent agitation or fury.
tem-pēs'-tu-ous, a. Violent; stormy.
tu-műl'-tu-ous, a. Greatly agitated; confused.
tăr'-bu-lent, a. In violent commotion.

LESSON 119.

DICTATION EXERCISE.

"Then came the mad retreat; the whirlwind snows
 Sweeping around them, merciless as man;
 The stiffening hand, the pulseless heart and eye,
 The frozen standard and the palsied arm;
 The unfrequent watch-fires, rising like red sparks
 Amidst the illimitable snows; the crowds
 Of spectral myriads shuddering around them,
 Frozen to statues; scathed by the red flames
 Or speared by howling savages; until
 Winter, less merciless than they, threw o'er them
 Her winding sheet of snows, deep burying
 Armies whose presence vanished like a dream."

LESSON 120.

HOMOPHONOUS WORDS.

"Count that day lost whose low descending sun,
 Views from thy hand no worthy action done."

măn'-tel, n. The shelf over a fire-place, in front of the chimney.
măn'-tle, n. A loose wrap.
măn'-ner, n. Mode of action.
măn'-or, n. The land belonging to a lord or nobleman.
mēet, v. i. To encounter.
mēat, n. Flesh used for food.
mēte, v. i. To limit; to allot; to measure.
měd'-al, n. A reward of merit.
mőd'-dle, v. i. To interfere; to take part in a thing with which one should have nothing to do.

mět'-al, n. A lustrous mineral.
mět'-tle, n. Excitable temperament.
mēan, a. Low; vile; intermediate.
miēn, n. Appearance; manner.
min'-er, n. One who works in a mine.
min'-or, n. One under age. (*a.*) less.
mōan, v. i. To bewail.
mōwn, v. i. Cut with a scythe, etc.
ōar, n. An instrument for rowing.
ōre, n. The compound of a metal and some other substance.
ō'er, prep. Contraction of over.

LESSON 121.

WORDS DENOTING ANNOYANCE.

"Men are born to trouble at first, and exercised in it all their days, yet it will not hurt you unless it makes you sour, narrow and skeptical."

ân-noy'-ançe, n. Causing trouble.
cha-grin' (shâ-grin'), n. Vexation; mortification.
dis-ad-vân'-tage, n. Unfavorable circumstances.
dis-trêss', v. t. To cause pain to; to afflict.
êx-erç'-ei-ât-ing (-shî-ât-), v. t. Extremely painful.
hâr'-ass, v. t. To tease; to perplex.
in-con-vên'-lençe (-yençe), n. Trouble; disadvantage.
mîs'-chie-vous, a. Troublesome; inclined to do harm.
mîs'-fôr'-tune, n. Ill luck; harm; disaster.

nûl'-sançe, n. That which annoys or gives trouble.
ôr'-de-al, n. Severe trial.
per-plêx', v. t. To tease; to distract.
plâgue, v. t. To vex; to trouble.
prêj'-û-diçe, n. Damage; prejudgment.
tân'-ta-lize, v. t. To tease; to torment.
têase, v. t. To vex with importunity; to annoy.
tôr-mênt'-er or tôr-mênt'-or, n. One who torments.
tôr'-ture, v. t. To pain extremely.
trouâ'-le-sôme, a. Giving trouble.
vex-â'-tioûs, a. Teasing; annoying.

LESSON 122.

DENOTING INJURY:

Is it worth while that we battle to humble
 Some poor fellow creature down in the dust?
 Time will soon tumble all of us together.
 Humbled indeed, down into the dust.—*Joaquin Miller.*

ca-lûm'-nî-âte, v. t. To accuse falsely.
côu-tâm'-i-nâte, v. t. To pollute.
êôr-rûpt', v. t. To debase; to defile.
dê-môr'-al-ize, v. t. To corrupt the morals of.
de-rôg'-a-to-ry, a. Injurious.
dêt-ri-mên'-tal, a. Hurtful.
im-po-sî'-tion, n. An excessive exaction.
in-jû'-ri-ôûs, a. Harmful.
lâç'-er-âte, v. t. To tear; to rend.
mû'-ti-lâte, v. t. To destroy an essential part of.
per-nî'-ciôûs (-nish'-ûs), a. Ruinous; destructive.

pêr'-se-cûte, v. t. To pursue in a manner to injure.
pêr-vêr'-sion, n. A change to something worse.
poi'-gon-ôûs, a. Corrupting; impairing soundness or purity.
ry'-in-ôûs, a. Destructive.
scân'-dal-ize, v. t. To defame.
slân'-der-ôûs, a. Containing defamation.
sûb'-tle (sût'-l), a. Sly in design.
sûr-rêp'-tî'-tioûs (-tish'-ûs), a. Made or introduced fraudulently; done by stealth.
vi'-o-lençe, n. Vehemence; unjust force.

LESSON 123.

PERTAINING TO DISASTER.

Disasters come not singly, but as if they watched and waited,
Scanning one another's motions. When the first descends the others
Follow, follow, gathering flock-wise round their victim sick and wounded,
First a shadow, then a sorrow, till the air is dark with anguish.— *Longfellow.*

ăe-çi-dên'-tal , <i>a.</i> Happening by chance.	dân'-ger-oŭs , <i>a.</i> Unsafe; full of risk.
ăd-vên'-ture , <i>n.</i> Hazard; a remarkable occurrence.	dî-lêm'-mâ or dî-lêm'-mâ , <i>n.</i> A state of things in which it is difficult to tell what to do.
ăd-vêr'-si-ty , <i>n.</i> Calamity.	dîg-ăs'-ter , <i>n.</i> An unfortunate event.
ăpx'-loŭs (ăpk'-shŭs), <i>a.</i> Being in painful suspense.	e-mêr'-gen-çy , <i>n.</i> An unforeseen occurrence.
ea-lăm'-i-ty , <i>n.</i> Misfortune.	jêop'-ard-y , <i>n.</i> Danger; peril.
eăg'-ŭ-al-ty , <i>n.</i> An accident.	pêr'-il-oŭs , <i>a.</i> Full of risk; dangerous.
ea-tăs'-tro-phe , <i>n.</i> A final event of a disastrous nature.	quan'-da-ry , <i>n.</i> Doubt; uncertainty.
eol'-lî'-gion , <i>n.</i> The act of striking together.	quar'-an-tine (kwôr-), <i>v. t.</i> To compel to remain at a distance.
eôn-tîn'-gen-çy , <i>n.</i> That which comes without being foreseen.	sê'-ri-oŭs , <i>a.</i> Grave; solemn.
	sê-lîç'-it-oŭs , <i>a.</i> Anxious to avoid; concerned.
	sŭs-pênse' , <i>n.</i> State of uncertainty.

LESSON 124.

DICTATION EXERCISE.

Let Fate do her worst; there are relics of joy,
Bright dreams of the past, which she cannot destroy;
Which come in the night-time of sorrow and care,
To bring back the features that joy used to wear.
Long, long be my heart with such memories fill'd!
Like the vase in which roses have once been distill'd—
You may break, you may shatter the vase if you will,
But the scent of the roses will hang round it still.—*Thomas Moore.*

LESSON 125.

MISCELLANEOUS.

Among the pitfalls in our way,
The best of us walk blindly;
So man, be wary, watch and pray,
And judge your brother kindly.— *Alice Cary.*

păç'-i-fŷ , <i>v. t.</i> To tranquilize; to allay.	par-tîç'-i-pâte , <i>v. t.</i> To share; to partake.
păl'-li-âte , <i>v. t.</i> To cover with excuse.	păss'-a-ble , <i>a.</i> That can be passed; acceptable.
păr-tî-ăl'-i-ty (-shî-ăl'-), <i>n.</i> Inclination to favor one side of the question, or one party.	pe-cul'-iar (-kul'-yar), <i>a.</i> Unusual; singular.

pěn'-du-lous, a. Hanging; swinging.
pěn'-e-trāte, v. t. To enter into.
pēr'-fō-rāte, v. t. To make a hole or holes through.
pēr'-ish-a-ble, a. Subject to decay.
pēr'-me-āte, v. t. To penetrate and pass through without causing rupture.
pēr'-pe-trāte, v. t. To commit; to be guilty of.
pēr-sē-vēr'-ançe, n. Continued pursuit.

pēt'-ri-fy, v. t. To convert to stone.
pho-nēt'-le, a. Representing sounds.
phỹg'-le-al, a. Relating to natural or material things.
piērçe'-a-ble, a. Capable of being pierced.
pīn'-ion (-yun), n. A feather or wing.
pōst'-āge, n. The price paid for the conveyance of all mailable matter.
prāe'-tice, n. Actual performance, not theory.

LESSON 126.

PERTAINING TO TRAVELING.

It's quite the thing to travel nowadays
 And see if distant ground in general looks
 As mentioned in the papers and in books.— *Carleton.*

bāg'-gāge, n. Trunks, valises, etc., containing clothing which a traveler carries with him on his journey.
qīr'-eu-lā'-tion, n. Going about from place to place.
qīr'-eu'-i-toũs, a. Going round about or indirect.
dē'-pōt, n. A place where goods are stored; a warehouse.
dēs-tī-nā'-tion, n. End of a journey.
ēm'-i-grāte, v. t. To move from one state or country to another.
ēx-eūr'-sion, n. A trip for pleasure or health.
ēx'-o-dūs, n. Departure from a place.
joūr'-ney, n. Travel from one place to another
mī'-gra-to-ry, a. Regularly moving from one place to another.

pe-dēs'-tri-an, n. One who travels or journeys on foot.
pōrt-mān'-tean (-mān'-tō), n. A bag of leather for carrying clothing on journeys.
route (rōt or rowt), n. The way traveled.
sāch'-el also satch'-el, n. A small sack or bag.
tēr'-mī-nūs, n. The extreme point at either end of a piece of railway
tūr'-ist, n. One who journeys in a circuit.
trāns-por-tā'-tion, n. Removal; conveyance.
trāv'-el-er, n. One who travels.
va-lise', n. A traveling bag.
wān'-der, v. t. To travel without a certain course.

LESSON 127.

DICTATION EXERCISE.

Tell me gentle traveler, who through the world hast gone,
 And seen the sweetest roses blow,
 And brightest gliding rivers flow,
 Of all thine eyes have looked upon, which is the fairest land ?

Child, shall I tell where Nature has best and fairest flowers?
It is where those we love abide;
Though small that space it is more wide
Than kingdoms; though a desert bare,
The river of the gods is there,
And there are the enchanted bowers.— *From a Persian Poem.*

LESSON 128.

VEHICLES.

"For a restorative to a weary brain, bracing to weary muscles, exhilaration for the blues, a smoothing out of tangled nerves, and for an exercise that strengthens while it does not exhaust, pumping fresh red blood vigorously to the very finger tips, ride a bicycle."

ām'-bu-lançe, n. A kind of movable hospital; a vehicle for conveying injured persons to a hospital.

ba-rguche' (ba-rōsh'), n. A four-wheeled carriage with falling top, and seat outside for driver.

bi'-cy-ele, n. A two-wheeled velocipede.

būg'-gy, n. A light carriage.

ēār'-riāge, n. A vehicle, especially for pleasure or passengers.

ghāige (shās), n. A two-wheeled carriage, with a calash top, and the body hung on leather straps.

chār'-i-ot, n. A four-wheeled state carriage, with one seat.

ēōn-vay'-ançe, n. The means of carrying anything from place to place.

equ-pe' (kōō-pā'), n. A four-wheeled close carriage for passengers.

hān'-som, n. A light, low, two-wheeled street carriage, with the driver's seat elevated behind.

ōm'-ni-būs, n. A large, four-wheeled carriage, conveniently arranged for carrying many people.

phā'-e-tōn, n. An open carriage.

sleigh, n. A vehicle moved on runners.

stāge'-ēōach, n. A coach that runs regularly from one place to another, for the convenience of passengers.

sār'-rey, n. A two-seated carriage.

tri'-cy-ele, n. A three-wheeled velocipede.

vē'-hi-ele, n. A conveyance.

ve-lōç'-i-pōde, n. A two-wheeled carriage for a single person, propelled by the feet of the rider.

vīe-tō'-rī-ā, n. A four-wheeled carriage designed for two persons, with a driver's seat.

wāg'-on, n. A vehicle on four wheels, especially used for carrying freight.

LESSON 129.

PERTAINING TO NAVIGATION.

No man ever sailed over exactly the same route that another sailed before him. Every man who starts on the ocean of life arches his sails to an untried breeze.— *William Mathews.*

a-bōard', adv. Within a ship or boat.

ānch'-or, n. An iron instrument for holding a boat at rest in the water.

bārgē, n. A large boat for conveying passengers or goods.

Bēth'-el, n. A house of worship for seamen.

ea-nge', n. A small boat made of a tree or bark.

căp'-stan, n. A strong column of timber, with levers, for heaving in cables, as in raising the anchor.

flo-tîl'-lâ, n. A fleet of small vessels.

găl'-ley, n. A low, flat-built boat with one deck, navigated with sails and oars.

gôn'-do-lâ, n. A long, narrow, flat-bottomed pleasure boat used in Venice, Italy, on the canals.

gôn-do-liēr', n. A man who rows a gondola.

lăr'-board (or port), n. Left-hand side of a ship when looking forward.

ma-rîne', a. Pertaining to navigation or the sea.

măr'-i-time, a. Pertaining to the ocean; marine.

ngu'-tie-al, a. Pertaining to seamen or art of navigation.

năv'-i-gă-tor, n. One who navigates or sails.

năv-i-gă'-tion, n. Passing on water in ships or other vessels.

nă'-vy, n. All of the ships of war belonging to a nation.

sehōn'-er, n. A small, sharp-built vessel with two or three masts, and fore and aft sails.

stăr'-bōard, n. Right-hand side of a ship when looking forward.

yăcht (yôt), n. A pleasure vessel.

LESSON 130.

DICTATION EXERCISE.

With white wings spread she bounded o'er the deep,
Home from the tossing of a stormy sea,
Where waves had yawned, and winds howled fearfully;
And where the harbor's waters seemed to sleep
In breezes calm, and deep, untroubled rest,
She glided in, furling her weary wing,
Dropping her anchor down, and like a living thing
Settled securely on the water's breast.
So, Oh, my God! from the rough sea of life,
Driven by doubt and fear and haggard care,
Let me my worn and weary spirit bear,
Far from its rage, and noise and stormy strife,
Into the haven of Thy sheltering love,
And find an anchorage no storm can move.— *Mary A. Livermore.*

LESSON 131.

PERTAINING TO WIND AND WEATHER.

The day is cold, and dark, and dreary;
It rains, and the wind is never weary;
The vine still clings to the mouldering wall,
But at every gust the dead leaves fall,
And the day is dark and dreary.— *Longfellow.*

eălm'-ness, n. Quietness.

eôn-gēal', v. i. To freeze.

çy'-elōne, n. A rotary hurricane.

driz'-zle, v. i. To fall in small drops.

drought (drou), n. Dry weather.

ē-lēe-trîç'-i-ty, n. The electric fluid identical with lightning.

ē-quî-nōe'-tial, a. Pertaining to the time when the sun enters the equinoctial points.

fōg'-gy, *a.* Damp; misty; cloudy.
frīg'-ld, *a.* Cold.
hūr'-ri-eane, *n.* A violent storm with wind.
in-elēm'-en-çy, *a.* Storminess; roughness.
pē-ri-ōd'-le-al, *a.* Happening at fixed intervals.
sī-mōōn', *n.* A hot, dry wind, generated by the extreme heat of the parched desert, or sandy plains.
tem-pēs'-tu-ous, *a.* Stormy; violent.

thūn'-der-cloud, *n.* A cloud that produces lightning and thunder.
tor-nā'-do, *n.* A hurricane.
tōr'-rid, *a.* Violently hot.
ty-phōōn', *n.* A violent whirlwind that rushes up from the earth, whirling clouds of dust.
whirl'-wind, *n.* A violent wind, moving in a circle, and having a progressive motion.
zēph'-yr, *n.* Any soft, mild, gentle breeze.

LESSON 132.

HOMOPHONOUS WORDS.

Habits are soon assumed, but when we strive
 To strip them off, 'tis being flayed alive.— *Cowper*.

one (wūn), *a.* Single.
wón, *v. i.* Obtained; conquered.
our, *pro.* Belonging to us.
hour, *n.* Sixty minutes.
pāle, *a.* White; not bright.
pāll, *n.* A vessel with a bail.
pāne, *n.* A plate of glass for a window.
pāln, *n.* Suffering.
pāl'-ate, *n.* The roof of the mouth.
pāl'-let, *n.* A small and poor or rude bed.

pāir, *n.* Two things of a kind.
peâr, *n.* A kind of fruit.
pēal, *n.* A loud sound.
pēel, *v. i.* To remove the skin.
pēace, *n.* Calmness.
plēce, *n.* A part of anything.
pēak, *n.* The summit.
plique (pēk), *n.* Wounded pride.
pēer, *n.* A nobleman; an equal.
plēr, *n.* Support of a bridge.

LESSON 133.

TIME.

We live in deeds, not years; in thoughts, not breaths;
 In feelings, not in figures on a dial;
 We should count time by heart throbs. He most lives
 Who thinks most, feels the noblest, acts the best.— *Bailey*.

āft'-er-ward, *adv.* In time subsequent.
gu'-tūmn, *n.* Third season of the year; decline.
çease'-less, *a.* Without pause or end.
çen'-tu-ry, *n.* A period of a hundred years.
çōn-tin'-ū-al, *a.* Perpetual; never ceasing.

dēe'-ade, *n.* The sum or number of ten, as ten years.
di-rēet'-ly, *adv.* Immediately; without delay.
di-ūr'-nal, *a.* Daily.
e-lāpse', *v. i.* To pass away silently, as time.
e-phēm'-e-ral, *a.* Beginning and ending in a day.

ôre-lông', *adv.* Before long; soon.
frô'-quen-çy, *n.* Occurrence oft repeated.
im-mô'-dî-ate-ly, *adv.* Without delay; instantly.
în-stan-tâ'-ne-oûs, *a.* Done in an instant.
lêap'-yêar, *n.* Every fourth year, containing 366 days.

lêl'-gure, *n.* Time free from employment.
mîn'-ute (mîn'-it), *n.* Sixty seconds of time.
mô'-men-ta-ry, *a.* Lasting a very short time.
noe-tûr'-nal, *a.* Occurring or done at night.
ôf'-ten (ôf'-n), *adv.* Frequently.

LESSON 134.

Time.

"The years have linings, just as goblets do;
 The old year forms the lining of the new;
 Filled with the wine of pleasant memories,
 The golden *was* doth line the silver *is*."

ôp-por-tûne', *a.* Seasonable; timely.
op-por-tû'-ni-ty, *n.* Fit or convenient time.
per-ên'-ni-al, *a.* Perpetual; never-failing.
pêr'-ma-nen-çy, *n.* Duration; continuance in the same state or place.
per-pôt'-û-al, *a.* Never ceasing.
prê'-vi-oûs, *a.* Happening before.
pro-erâs'-ti-nate, *v. t.* To put off till tomorrow, or from day to day; to postpone.
rê'-çent-ly, *adv.* Not long since.
re-eûr'-rent, *a.* Returning from time to time.
sêa'-gon-a-ble, *a.* Opportune; timely.

sêe'-ond, *n.* The sixtieth part of a minute of time.
si-mul-tâ'-ne-oûs, *a.* At the same time.
sûb'-se-quent, *a.* Following in time.
sûm'-mer, *n.* The second season of the year.
târ'-di-ly, *adv.* Slowly.
têm'-po-ra-ry, *a.* Lasting for a short time only.
trân'-sient (-shênt), *a.* Of short duration.
ûn-û'-gu-al, *a.* Not occurring often; uncommon.
û'-gu-al, *a.* Occurring often; customary.
yêar'-ly, *a.* Happening or coming every year.

LESSON 135.

DICTATION EXERCISE.

"O a wonderful stream is the river Time
 As it runs through the realm of tears,
 With a faultless rhythm and musical rhyme,
 And a broader sweep and a surge sublime,
 As it blends in the ocean of years.
 How the winters are drifting like flakes of snow,
 And the summers like buds between,
 And the year in the sheaf, how they come and they go
 On the river's breast with its ebb and flow,
 As it glides in the shadow and sheen."

LESSON 136.

MISCELLANEOUS.

"From torch reversed, the flame
Still streameth, rising straight;
So struggleth up the brave man
Stricken down by fate."

pre-dōm'-i-nant, *a.* Prevalent over others; superior in strength, influence or authority.
prēp-a-rā'-tion, *n.* Anything which makes ready or prepares the way.
prēv'-a-lence, *n.* General existence or extension.
prīv'-i-lege, *n.* A peculiar benefit or advantage.
prōb'-a-ble, *a.* Likely; having more evidence for than against.
pro-çe'-dure, *n.* An act performed.
prōe-la-mā'-tion, *n.* An official or general notice.
pro-dū'-ci-ble, *a.* Capable of being brought forth.

prēm-e-nāde' or **prēm-e-nāde'**, *v. i.* To walk for amusement or exercise.
prēm'-i-nence, *n.* Conspicuousness.
pre-mis'-cu-ous, *a.* Mingled.
pub-lic'-i-ty, *n.* Notoriety; being public.
pūl'-ver-ize, *v. t.* To reduce to fine powder.
pūnç'-ture, *v. t.* To pierce with a small pointed instrument.
pār-sū'-ant, *a.* Following.
pār-vey', *v. t.* To furnish or provide.
qua-drille' (*kwa-* or *ka-*), *n.* A kind of dance.
rād'-i-cal, *a.* Extreme; unsparing.
rāig'-a-ble, *a.* That can be raised.
rān'-cid, *a.* Having a rank smell.

LESSON 137.

WORDS USED IN SOCIETY.

"Like as a plank of drift-wood, tossed on the watery main,
Another plank encounters, meets, touches, parts again;
So, meeting and parting ever, on life's unresting sea,
Men meet, and greet, and sever, parting eternally."

āe-quāint'-ance, *n.* One well known.
ās-sēm'-ble, *v. i.* To meet or come together.
ās-sō'-ci-āte (*-shī-āt*), *n.* A companion.
aux-il'-i-ary (*-ya-ry*), *a.* Helping; assisting.
e-elāt', *n.* Brilliancy of success; splendor.
e-lite' (*ā-lōet'*), *n.* A choice or select body.
in-fōrm'-al, *a.* Not in the usual established form.
in'-ter-view, *n.* A conference.
in'-ti-ma-çy, *n.* Nearness in friendship.
in-tro-duce', *v. t.* To make known by formal announcement.

l'-so-late or **l's-o-lāte**, *v. t.* To place by oneself, or itself.
mū'-tu-al, *a.* Interchanged; common.
ōs'-tra-çize, *v. t.* To banish from society.
pēr'-son-al, *a.* Belonging or pertaining to a person.
re-u-tine', *n.* A round of business or pleasure often pursued.
se-elū'-gion, *n.* Separation from society.
so'-cia-ble (*-sha-bl*), *a.* Fond of companions.
so-çi'-e-ty, *n.* An association for mutual benefit, pleasure or usefulness.
soi-ree' (*swā-rā'*), *n.* An evening party.
sōl'-i-tūde, *n.* State of being alone.

LESSON 138.

NAMES APPLIED TO MEN.

To thine own self be true,
And it must follow, as the night the day,
Thou canst not then be false to any man.—*Shakespeare.*

băch'-e-lor, n. An unmarried man.
bên'-e-dîet, n. A married man.
brêth'-ren, n. Used in Scriptural language in place of brothers.
chân'-çêl-lor, n. A judicial officer of high rank.
chârl, n. A surly, ill-bred fellow.
fô'-gý, n. A dull old fellow.
fra-têr'-nal, a. Brotherly.
gî'-ant, n. A man of extraordinary bulk or stature.
i-tîn'-er-ant, n. One who travels from place to place, particularly a preacher.
măs'-eu-line, a. Not feminine; strong; robust.
Môr'-phe-üs, n. The god of dreams.

nêph'-ew, n. The son of a brother or sister.
pro-fêss'-or, n. One who professes to teach any science or branch of learning.
pū'-gîl-îst, n. One who fights with his fists.
scûlp'-tor, n. One whose occupation is to carve images or figures.
swâin, n. A country gallant or lover.
tū'-tor, n. A private or public teacher.
ŭn'-ele, n. The brother of one's father or mother.
vêt'-er-an, n. One grown old in service.
vîe'-ar, n. The incumbent of an appropriated benefice.

LESSON 139.

DICTATION EXERCISE.

"Many men have been obscure in their origin and birth, but great and glorious in life and death. They have been born and nurtured in villages, but have reigned and triumphed in cities. They were first laid in the mangers of poverty and obscurity, but afterwards have become possessors of thrones and palaces. Their fame is like the pinnacle which ascends higher and higher, until at last it becomes a most conspicuous and towering object of attraction. It is not good for human nature to have the road of life made too easy. So it is a common saying that the men who are most successful in business are those who begin the world in their shirt sleeves, while those who begin with fortunes generally lose them."

LESSON 140.

NAMES APPLIED TO WOMEN.

A woman is too slight a thing
To trample the world without feeling its sting.—*Owen Meredith.*

bry-nêtte', n. A woman of dark complexion.
eô-quêtte', n. A jilt; a flirt.
daugh'-ter, n. A female descendant.

dow'-a-ger, n. A title given in England to a widow, to distinguish her from the wife of her husband's heir bearing the same name.

ëm'-press, n. The consort or wife of an emperor.
fëm'-i-nine, a. Womanly.
göd'-dess, n. A female god.
hër'-o-ine, n. A woman of brave spirit.
mäld'-en, n. An unmarried woman.
mam-mä', n. Mother.
ma-tër'-nal, a. Motherly.
mä'-tron, n. The female head of a household.
Mi-nër'-vá, n. The goddess of wisdom, of war, and of the liberal arts.

niëce, n. The daughter of a brother or sister.
pre-çép'-tress, n. A female teacher.
quëen, n. A female monarch.
shëp'-herd-ess (-erd-), n. A woman that tends sheep.
sí'-ren, n. An enticing or alluring woman.
sul-tā'-ná or sul-tā'-ná, n. The wife of a sultan.
tër'-ma-gant, n. A boisterous, brawling woman.

LESSON 141.

NAMES APPLIED TO PERSONS.

The heights by great men reached and kept
 Were not attained by sudden flight;
 But they, while their companions slept,
 Were toiling upward in the night.— *Longfellow.*

a-dült', n. A person grown up.
äp'-pli-cant, n. One who makes request.
äs-pír'-ant, n. One who aspires or seeks with eagerness.
äs-sëss'-or, n. One who determines the taxes.
bëg'-gar, n. One who begs.
bíg'-ot, n. One unreasonably devoted to a party or creed.
blönde, n. A person with fair complexion.
eän'-nl-bal, n. One who eats human flesh.
çháp'-er-ön, n. One who attends a lady in public places as a guide and protector.
çit'-i-zen, n. An inhabitant of a city, state or country.

eöl'-lëague, n. A partner or associate in some civil office.
eöl'-lët'-or, n. An officer appointed and commissioned to receive taxes, duties, tolls or customs.
eön-nöls-seär' (kön-nis-sär'), n. One well versed in any subject.
eö-tëm'-po-rä-ry, n. One who lives at the same time as another.
eoüg'-in (küx'-n), n. The child of an uncle or aunt.
de-pöç'-i-tor, n. One who deposits.
dëp'-u-ty, n. An assistant empowered to act in the officer's name.
ëp'-i-eüre, n. One who indulges in the luxuries of the table.
fa-nät'-le, n. One extravagant in opinion.
fñ'-gi-tive, n. One who flees from danger.

LESSON 142.

Names Applied to Persons.

"Some murmur when their sky is clear and wholly bright to view,
 If one small speck of dark appear in their great heaven of blue;
 And some with thankful love are filled if but one streak of light—
 One ray of God's good mercy—gild the darkness of the night."

fñe'-tion-a-ry, n. One who holds an office.
gyp'-sy, n. One of a vagabond race, of a roving disposition; a dark-colored person.

hër'-mit, n. A recluse; one who retires from society and lives in solitude.
ig'-no-rä'-müs, n. An ignorant person.
in-eüm'-bent, n. The person in present possession of an office.

in-di-vid'-ū-al, n. A person.
in-hāb'-it-ānt, n. One who has a legal settlement in a town, city or parish.
in'-sti-gā-tor, n. One who incites.
mēn'-ial, n. A servant.
mēr'-chant, n. One who buys goods to sell again.
mēs'-sen-ger, n. One who bears a message or an errand.
mi'-ger, n. An extremely covetous and stingy person.
no-ri'-ti-ate (-shi-ate), n. One who is going through a period of probation.

op-pō'-nent, n. One who opposes; an adversary.
pōp'-ple, n. The population, or part of it.
re-cep'-i-ent, n. One who receives.
rēs'-i-dent, n. One who resides or dwells in a place for some time.
shirk, n. One who seeks to avoid duty.
sūb'-sti-tūte, n. One who or that which is put in place of another.
trans-gress'-or, n. One who violates any known principle of rectitude.

LESSON 143.

NATIONS.

National progress is the sum of individual industry, energy and uprightness, as national decay is of individual idleness, selfishness and vice.—*Samuel Smiles.*

Āf'-ri-can, n. A native of Africa.
A-mēr'-i-can, n. A native of America.
Bēd'-ou-In, n. One of the tribe of nomadic Arabs, who live in tents.
Ēau-eā'-sian, n. Any one belonging to the Indo-European race, and the white races originating near Mt. Caucasus.
E-gyp'-tian, n. A native or naturalized inhabitant of Egypt.
Ēs'-qui-mau or Es'-ki-mō, n. An inhabitant of arctic America and Greenland.
Eū-ro-pē'-an, n. An inhabitant of Europe.
Ġen'-tle, n. The nations at large as distinguished from the Jews.

Grē'-cian (-shan), n. A native of Greece; a Greek.
Hē'-brew (-brū), n. An Israelite; a Jew.
Hin'-dō, n. A native of Hindostan.
Īn'-dian (ind'-yan), n. One of the aboriginal inhabitants of America.
Ī-tāl'-ian (-yan), n. A native of Italy.
Jāp-a-nēse', n. A native of Japan, or the people of that country.
Lāp'-land-er, n. A native of Lapland.
Mōn-gō'-li-an, n. A native of Mongolia.
Nōr-wē'-gi-an, n. A native of Norway.
Pōr'-tu-gūese, n. An inhabitant of Portugal.
Rūs'-sian (rūsh'-an or rŭ'-shan), n. A native of Russia.
Si-bē'-ri-an, n. A native of Siberia.

LESSON 144.

DICTATION EXERCISE.

Breathes there a man, with soul so dead,
 Who never to himself hath said,
 "This is my own, my native land!"
 Whose heart hath ne'er within him burn'd,
 As home his footsteps he hath turn'd,
 From wandering on a foreign strand!

If such there breathe, go, mark him well,
For him no minstrel raptures swell;
High though his titles, proud his name,
Boundless his wealth as wish can claim;
Despite those titles, power, and pelf,
The wretch, concentred all in self,
Living, shall forfeit fair renown,
And, doubly dying, shall go down
To the vile dust, from whence he sprung,
Unwept, unhonor'd and unsung.— *Walter Scott.*

LESSON 145.

HOMOPHONOUS WORDS.

Though the mills of God grind slowly, yet they grind exceeding small;
Though with patience he stands waiting, with exactness grinds he all.— *Longfellow.*

paŭse , <i>v. i.</i> To cease for a time.	prāy , <i>v. i.</i> To beseech.
pāws , <i>n. pl.</i> Feet of an animal.	prey , <i>n.</i> Booty; plunder.
pēd'-al , <i>n.</i> A lever or key acted on by the feet; a treadle.	prin'-ċi-pal , <i>a.</i> Chief.
pēd'-dle , <i>v. i.</i> To sell from house to house.	prin'-ċi-ple , <i>n.</i> A rule of action; a fundamental truth.
plūm , <i>n.</i> A small fruit.	prōf'-it , <i>n.</i> Gain; valuable results.
plūmb , <i>a.</i> Perpendicular.	prōph'-et , <i>n.</i> A religious teacher; one who foretells events.
pōle , <i>n.</i> A long, round piece of wood.	quarts , <i>n. pl.</i> Plural of quart, the fourth part of a gallon.
pōll , <i>n.</i> A head; a place for voting.	quartz , <i>n.</i> A mineral.
pōre , <i>n.</i> A small opening; (<i>v. i.</i>) to study.	rāise , <i>v. i.</i> To lift up.
pōur , <i>v. i.</i> To send forth.	rāys , <i>n.</i> Lines of light.

LESSON 146.

PERTAINING TO MANNERS.

What a rare gift is that of manners! Better for one to possess them than wealth, beauty or talent; they will more than supply all.— *Bulwer Lytton.*

a-bū'-sive , <i>a.</i> Offering harsh words and ill treatment.	be-hāv'-lor (-yur) , <i>n.</i> Manner of conducting one's self.
āf'-fa-ble , <i>a.</i> Easy of manners or conversation.	brāg'-gart , <i>n.</i> A boastful person.
ā'-mi-a-ble , <i>a.</i> Worthy of love.	blūn' der-er , <i>n.</i> A careless person.
ār'-ro-gānce , <i>n.</i> Proud contempt for others.	ea-prī'-cloūs (-prīsh'-ūs) , <i>a.</i> Whimsical.
awk'-ward , <i>a.</i> Clumsy; ungraceful in manner.	eāre'-ful-ness , <i>n.</i> Heedfulness.
	eāre'-less , <i>a.</i> Heedless.

ean'-tioŭs (-shŭs), *a.* Timorous; over prudent.

eöm-plä'-çen-çy, *n.* Satisfaction.

eöm-pō'-sure, *n.* Calmness; tranquillity.

eön-de-sçend', *v. i.* To relinquish dignity of character.

eön-fi-dën'-tial, *a.* Secret; trustworthy.

eön-gö'-ni-al, *a.* Sympathetic; of the same nature.

eön-sçl'-en'-tioŭs (-shl'-en'-shŭs), *a.* Influenced by conscience.

eön-tëmp't', *n.* Disdain.

eör'-dial, *a.* Sincere; heartfelt; warm; affectionate.

LESSON 147.

Pertaining to Manners.

Many young persons believe themselves natural when they are only impolite and coarse.—*Rouche-foucauld.*

eöhr'-te-sy, *n.* Politeness or manners.

eöv'-et-oŭs, *a.* Eager to obtain.

eow'-ard-lçe, *n.* Timidity; fear.

erit'-le-al, *a.* Severe in judging; inclined to find fault.

eryde'-ly, *adv.* In an immature or hasty manner; rudely.

de-eö'-roŭs or **dëe'-o-roŭs**, *a.* Proper.

de-eö'-rum, *n.* Propriety of manner or conduct.

dëf-er-ën'-tial (-shal), *a.* Accustomed to defer.

de-lib'-er-ate, *a.* Not sudden or rash.

dës-ul-to-ry, *a.* Immethodical; disconnectedly.

dif'-fi-dent, *a.* Timid; distrustful.

dig'-ni-ty, *n.* Manners suited to inspire respect.

doubt'-ful (dout'-), *a.* Hesitating; undetermined.

dū'-bi-oŭs, *a.* Unsettled or doubtful.

ëa'-ger, *a.* Keenly desirous.

ëar'-nest, *a.* Ardent in pursuit of an object.

ëe-çën'-trie, *a.* Odd.

ëm-bär'-rass, *v. t.* To confuse; to disconcert.

ët'-i-quëtte (ët'-i-kët), *n.* Conventional decorum.

fa-mil'-iar (-yar), *a.* Not formal; unceremonious.

LESSON 148.

Pertaining to Manners.

"Unbecoming forwardness oftener proceeds from ignorance than impudence."

fäs'-çl-näte, *v. t.* To charm; to captivate.

fas-tid'-i-oŭs, *a.* Difficult to please.

fe-rö'-cloŭs, *a.* Fierce; savage.

fi-dël'-i-ty, *n.* Loyalty.

fiërçe'-ness, *n.* Fury; violence.

flip'-pan-çy, *n.* Pertness; petulance.

för'-çl-ble, *a.* Possessing force.

för-mäl'-i-ty, *n.* Habitual mode.

frët'-ful, *a.* Peevish; irritable.

friv'-o-loŭs, *a.* Given to trifling.

gë'-ni-al, *a.* Sympathetically cheerful and cheering.

gën-tëel', *a.* Polite; well-bred.

grä'-cloŭs (-shŭs), *a.* Merciful; kind to the poor.

haugh'-ty (haw'-), *a.* Disdainful.

hög-i-tä'-tion, *n.* Doubt.

id-i-o-syn'-era-sy, *n.* A characteristic of an individual.

im-pär'-tial, *a.* Not favoring one more than another.

im-pä'-tience (-shëns), *n.* Violence of temper.

im-për'-ti-nent, *a.* Rude in behavior.

im-pët'-ü-oŭs, *a.* Vehement in feeling or action.

LESSON 149.

Pertaining to Manners.

Intelligence and courtesy not always are combined ;
Often in a wooden house a golden room we find.— *Longfellow.*

im-pro-pri'-e-ty, *n.* An unsuitable act or expression.
im'-pu-dent, *a.* Bold, with contempt for others.
im-pul'-sive, *a.* Acting suddenly, or by impulse.
nēg'-li-gence, *n.* Heedlessness.
nērv'-oūs, *a.* Easily agitated.
ōf-fl'-ciōūs (-flsh'-ūs), *a.* Meddlesome.
ōp-prēss'-ive, *a.* Overpowering; unjustly severe.
pār-tle'-ū-lar, *a.* Hard to suit; precise.
pēt'-u-lan-cy, *n.* Peevishness; freakish passion.
po-lite'-ness, *n.* Elegance of manners.

pōmp'-oūs, *a.* Boastful.
pre-cip'-i-tāte, *v. i.* To hurry rashly.
pre-cī'-glou (-sīsh'-un), *n.* The quality of being precise.
pre-ēō'-ciōūs (-shūs), *a.* Too forward.
pre-gūmp'-tu-oūs, *a.* Over-confident; going beyond bounds of modesty.
pre-tēn'-tiōūs (-shūs), *a.* To lay claim to more than one's due.
prōmpt, *a.* Quickly and cheerfully performed.
pūg-nā'-ciōūs (-shūs), *a.* Disposed to fight.
pū-sil-lān'-i-mōūs, *a.* Cowardly.
quāint'-ness, *n.* Oddness.

LESSON 150.

Pertaining to Manners.

"There is policy in manner. I have heard one not inexperienced in the pursuit of fame, give it his earnest support, as being the surest passport to absolute and brilliant success."

quēr'-u-loūs, *a.* Quarrelsome.
quēs'-tion-a-ble, *a.* Doubtful; suspicious.
re-lūc'-tan-cy, *n.* Unwillingness.
rēt'-i-cent, *a.* Reserved.
squ'-ci-ness, *n.* Impudence.
serg'-pu-loūs, *a.* Careful; doubtful.
se-rēne'-ly, *adv.* Calmly.
sīm-plīc'-i-ty, *n.* Artlessness of mind.
sīn-cēr'-i-ty, *n.* Honesty of mind.
smīrk, *n.* An affected smile.
tī-mid'-i-ty, *n.* The state of being timid.

trān'-quīl-ly, *adv.* In a tranquil manner; quietly.
trēp-i-dā'-tion, *n.* Involuntary trembling, caused usually by terror or fear.
trīv'-i-al-ly, *adv.* In a trifling manner.
ūn-equāth', *a.* Awkward; odd.
ūr-bān'-i-ty, *n.* Politeness; refinement.
vān'-i-ty, *n.* Idle show; pride.
vī-vā'-ciōūs, *a.* Lively; active.
whīm'-si-cal, *a.* Full of whims.
zēal'-oūs, *a.* Ardent in behalf of an object.

LESSON 151.

PERTAINING TO LINEAGE.

There is certainly something of exquisite kindness and thoughtful benevolence in that rarest of gifts—fine breeding.— *Bulwer Lytton.*

ān'-ces-try, *n.* A series of ancestors; lineage.
ān'-cient (-shēnt), *a.* Old.

ān-tīq'-ui-ty (-tīk'-wī-), *n.* Ancient times.
a-ris'-to-crāt or **ār'-is-to-crāt**, *n.* A proud or haughty person.

är-is-töe'-ra-cy, n. The nobility or chief persons in a state.	pa-tri'-cian (-trish'-an), n. One of noble birth.
de-scend'-ant, n. One who descends, as offspring.	pëd'-i-grëe, n. Line of ancestors.
före'-fä-ther, n. An ancestor.	ple-bë'-ian (-yan), n. One of the common people.
gën-e-äl'-o-gy, n. A pedigree.	pöp'-u-läce, n. The common people.
gën'-try, n. Rank by birth.	po-gl'-tion, n. Social rank.
lin'-e-age, n. Race; descent.	prëd-e-çës'-sor, n. One whom another comes after.
no-bl'i-i-ty, n. Noble birth.	roy'-al-ty, n. The state of being regal or royal.
pär'-ve-nü, n. One newly risen into notice.	yeö'-man, n. A plebeian of the most respectable class.

LESSON 152.

DICTATION EXERCISE.

Who are the nobles of the earth, the true aristocrats
 Who need not bow their heads to lords, nor doff to kings their hats?
 Who are they but the men of toil, the mighty and the free,
 Whose hearts and hands subdue the earth, and compass all the sea?
 Who are they but the men of toil, who cleave the forest down,
 And plant, amid the wilderness, the hamlet or the town,—
 Who fight the battles, bear the scars, and give the world its crown
 Of name, and fame, and history, and pomp of old renown?
 These claim no gaud of heraldry, and scorn the knighting rod;
 Their coats of arms are noble deeds, their peerage is from God!
 They take not from ancestral graves the glory of their name,
 But win, as once their fathers won, the laurel wreath of fame.— *Stewart.*

LESSON 153.

MISCELLANEOUS.

A man should never be ashamed to own he has been in the wrong, which is but saying in other words that he is wiser today than yesterday.— *Pope.*

rëad'-i-ly, adv. Without delay or objection.	re-liëf', n. The removal of anything oppressive or burdensome.
re-çëp'-ta-ele, n. A receiver or holder.	re-lin'-quish, v. i. To withdraw from.
re-eoll', v. i. To take a reverse motion.	re-l'y', v. i. To depend upon.
rëe-on-çil-i-ä'-tion, n. Renewal of friendship.	re-më'-di-a-ble, a. Capable of being remedied or cured.
re-dü'-ci-ble, a. That can be reduced.	rën'-dez-vqus (-de-vöö), n. A place appointed for meeting.
rë'-gion, n. Vicinity.	
re-läpse', v. i. To fall back; to return.	

re-new'-al (-nū'-), *n.* The act of commencing again.
re-pair', *v. i.* To restore to a sound or good state.
rēp'-a-ra-ble, *a.* That can be repaired.
re-pū'-di-āte, *v. i.* To have nothing to do with.

rēq'-uī-gite (-wī-), *n.* Something indispensable.
re-tāl'-l-āte, *v. i.* To return like for like.
re-vēr'-ber-āte, *v. i.* To resound.
rouge (rōōzh), *n.* A cosmetic used to give a red color.

LESSON 154.

PERTAINING TO TEMPER AND DISPOSITION.

In ourselves the sunshine dwells;
 From ourselves the music swells;
 By ourselves our life is fed
 With sweet or bitter daily bread.— *Goldsmith.*

a-grēe'-a-ble, *a.* Pleasing.
chānge'-a-ble, *a.* Fickle; inconstant.
eōn-tēt'-ment, *n.* Satisfaction; without disquiet.
dīs-po-sī'-tion, *n.* Acquired aptitude of temper or character; disposal.
dōc'-ile, *a.* Easily managed or taught.
ēn-dūr'-aņce, *n.* Patience; a bearing or suffering.
ēx-ās'-per-āte, *v. i.* To enrage; to provoke.
frēm'-zy, *n.* Madness; rage.
in-dīg'-nant, *a.* Feeling wrath.
in-fū'-rl-āte, *v. i.* To enrage.
jēal'-oūs-y, *n.* Uneasiness from fear of rivalry.

ōp'-tī-mīst, *n.* One who thinks everything happens for the best.
pās'-sion-ate, *a.* Easily moved to anger.
pēs'-si-mīst, *n.* One who thinks everything is for the worst.
plāc'-id, *a.* Serene; tranquil.
sān'-guīne, *a.* Full of hope.
sūs-pl'-cious (-pīsh'-ūs), *a.* Apt to believe without proof.
ūm'-brage, *n.* Offense.
world'-li-ness (wārl'd'-), *n.* Being fond of temporal enjoyments.
wrāth, *n.* Violent anger.

LESSON 155.

DENOTING HATRED.

If you hate your enemies, you will contract such a vicious habit of mind as by degrees will break out upon those who are your friends, or those who are indifferent to you.— *Plutarch.*

āb-hōr'-rence, *n.* Extreme hatred.
a-bōm'-i-nāte, *v. i.* To hate in the highest degree.
ān-i-mōs'-i-ty, *n.* Violent hatred.
ān-tīp'-a-athy, *n.* Disgust; repugnance.
a-vēr'-sion, *n.* Dislike.
dēs'-pī-ca-ble, *a.* Worthless; to be despised.
ēn-mī-ty, *n.* Hatred; ill-will.
hā'-tred, *n.* Very great dislike.
in'-fa-mōs, *a.* Detestable.
lēath'-sōme, *a.* Exciting disgust or hatred.

ma-lēv'-o-lence, *n.* Evil disposition toward another.
ma-lī'-cious (-līsh'-ūs), *a.* Proceeding from hatred or ill-will.
ōb-nōx'-ious, *a.* Odious; hateful.
ō'-dl-ōs, *a.* Deserving hatred.
rān'-eor, *n.* Inveterate hatred.
re-pūg'-nançe, *n.* Aversion; dislike.
re-vēnge'-ful, *a.* Vindictive.
vē'-he-ment, *a.* Furious.
vēnge'-ançe, *n.* Retribution.
vēn'-om-ōs, *a.* Malignant; spiteful.

LESSON 156.

DICTATION EXERCISE.

Life appears to me too short to be spent in nursing animosity or registering wrongs. We are, and must be, one and all, burdened with faults in this world, but the time will come when, I trust, we shall put them off in putting off our corruptible bodies; when debasement and sin will fall from us with this cumbrous frame of flesh. It is a creed in which I delight, to which I cling. It makes eternity a rest, a home—not a terror and an abyss. With this creed, revenge never worries my heart, degradation never too deeply disgusts me, injustice never crushes me too low; I live in calm, looking to the end.—*Charlotte Brontë.*

LESSON 157.

PERTAINING TO INTEMPERANCE.

"I dare not drink for my own sake;
I ought not to drink for my neighbor's sake."

ăb'-sti-nençe, n. Voluntary refraining from indulging the appetite, as for strong drink.

ăl'-eo-hol, n. Pure or highly rectified spirits.

dīs-till'-er-y, n. A building and works where distilling is carried on.

drĭnk'-ard, n. One who habitually drinks to excess.

ha-bit'-u-al, a. Acquired by habit.

in-ĕ'-bri-āte, n. An habitual drunkard.

in-tēm'-per-ance, n. Habitual indulgence in drinking spirituous liquors.

liq'-uor (lik'-ur), n. Any alcoholic fluid, either distilled or fermented.

mōd-er-ă'-tion, n. Freedom from excess.

rĕf-or-mă'-tion, n. Change from worse to better.

re-mōn'-strance, n. Act of urging against.

rĕs-o-lū'-tion, n. Firmness in opinion, act or thought.

rĕ'-tro-grāde or rĕt'-ro-grāde, v. i. Declining from better to worse.

sa-lōōn', n. A place where liquors are sold in small quantities.

so-bri'-e-ty, n. Habitual soberness.

tee-tō'-tal-er, n. One pledged to entire abstinence from intoxicating drinks.

tēm'-per-ance, n. Moderation.

tēm'-per-ate, a. Not excessive.

tĕmpt, v. i. To try to persuade.

whis'-key or whis'-ky, n. A spirit distilled from grain.

LESSON 158.

WORDS DENOTING KINDNESS.

How far that little candle throws its beams!
So shines a good deed in a naughty world.—*Shakespeare.*

ăe-cōm'-mo-dāte, v. i. To supply with something desired.

ăs-sist'-ance, n. Help; aid.

be-nĕv'-o-lençe, n. Disposition to do good.

be-nĭg'-nant, a. Kind.

boun'-te-ous, a. Disposed to give freely.

chăr'-i-ty, n. Liberality to the poor.

eōn-ĕĕrn', n. Solicitude; interest in or care for any person or thing.

eön-dŭ-lenŭe, *n.* Expression of sympathy for another.
eön-grät'-n-läte, *v. t.* Expressing sympathetic joy.
eön-sid'-er-ate, *a.* Careful of the rights and feelings of others.
eön-söle', *v. t.* To comfort; to soothe.
gën'-er-oüs, *a.* Free to give.
gra-tü'-i-ty, *n.* Something given freely.

hu-mäne', *a.* Kind; benevolent.
lib'-er-al, *a.* Generous; open-hearted.
mäg-nän'-i-möüs, *a.* Not selfish.
mër'-ci-ful, *a.* Tender; not cruel.
phī-län'-thro-py, *n.* Universal good will.
säe'-ri-flee (-flee), *v. t.* To devote or give up with loss or suffering.
sŷm'-pa-ty, *n.* Fellow feeling.

LESSON 159.

DICTATION EXERCISE.

My heart was heavy, for its trust had been
 Abused, its kindness answered with foul wrong;
 So, turning gloomily from my fellow men,
 One summer Sabbath-day I strolled among
 The green mounds of the village burial place,
 Where, pondering how all human love and hate
 Find one sad level, and how, soon or late,
 Wronged and wrong-doer, each with meekened face,
 And cold hands folded over a still heart,
 Pass the green threshold of our common grave,
 Whither all footsteps tend, whence none depart —
 Awed for myself, and pitying my race,
 One common sorrow like a mighty wave
 Swept all my pride away, and trembling, I forgave. — *Whittier.*

LESSON 160.

HOMOPHONOUS WORDS.

On this side, and on that, men see their friends
 Drop off, like leaves in autumn; yet launch out
 Into fantastic schemes, which the long-livers
 In the world's hale and undegenerate days
 Could scarce have leisure for. — *Blair.*

räin, *n.* Water falling in drops from the atmosphere.
reign, *v. i.* To rule.
rejn, *n.* A check.
rëed, *n.* A hollow stalk.
rëad, *v. t.* To peruse.
rëst, *n.* Freedom from everything which wearies.
wrëst, *v. t.* To take from by force.
riçe, *n.* A kind of grain grown in warm climates, and used for food.
rise (ris), *n.* An ascent; that which rises or seems to rise.

right, *a.* Just; not wrong; true.
rite, *n.* A ceremony.
wright, *n.* An artisan.
write, *v. t.* To express ideas by letters or characters.
rôad, *n.* A public highway.
röde, *v. i.* Past of *ride*.
röwed, *v. t.* Past of *row*.
röle, *n.* A part played.
röll, *n.* A list. *v.* To revolve.
rŷe, *n.* Grain used for food.
wry, *a.* Distorted.

LESSON 161.

CONVERSATION.

As it is a characteristic of great wits to say much in few words, so it is of small wits to talk much and say nothing.—*Roche foucauld.*

a-dieū', n. A farewell.
āl-lūde', v. i. To refer to; to have reference.
āl-lū'-slon, n. A hint.
āl-ter-eā'-tion, n. Dispute carried on with heat or anger.
a-pōl'-o-gy, n. An excuse.
ār'-gūe, v. i. To persuade by reasoning.
bād'-i-nāge (bād'-in-āzh), n. Light or playful discourse.
bān'-ter, v. i. To joke or jest with.
brēv'-i-ty, n. Contraction into few words; conciseness.
čōn'-sure, v. i. To find fault with.
eōl'-lo-quy, n. Discourse between two or more persons.

eōm-mūne', v. i. To converse together familiarly.
eōm-plānt', n. Fault-finding.
eōn'-gise', a. Expressing much in few words.
eōn'-fer-ençe, n. A consultation.
eōn-tēn'-tion, n. Strife in debate; controversy.
eōn-tra-dīet', v. i. To oppose in words.
eōn'-tro-vēr-sy, n. Discussion; dispute.
eōn-vēr-sā'-tion, n. Familiar discourse.
de-bāte', v. i. To contend for in words or argument.

LESSON 162.

Conversation.

The first ingredient in conversation is truth, next good sense, third good humor, and the fourth wit.—*Sir W. Temple.*

dēe-la-rā'-tion, n. Formal expression; public announcement.
de-nī'-al, n. A contradiction.
de-nouçe', v. i. To inform against.
dī'-a-lōgue, n. A conversation between two or more persons.
dīs-eūs'-sion, n. Examination by argument.
dīs-pūte', n. Verbal controversy.
ēx-āg'-ger-āte, v. i. To enlarge beyond bounds.
ēx-plīc'-it, a. Plain in language.
ēx-pōs'-tu-late, v. i. To remonstrate.
gāb'-ble, v. i. To talk without meaning.

gār'-ry-loūs, a. Very talkative.
in-sīn'-u-āte, v. i. To hint; to introduce artfully.
lān'-guāge, n. Human speech.
līn'-guist, n. A master of language.
lo-quā'-cloūs (-shūs), a. Talkative.
mūr'-mur, v. i. To utter sullen discontent; to make a low, continued noise.
nār-rā'-tion, n. Telling the particulars of an event.
pre-vār'-i-cāte, v. i. To evade telling the truth.
pshaw (shaw), interj. An exclamation to denote disdain.
rāl'-ler-y, n. Jestng language.

LESSON 163.

Conversation.

"It is not only difficult to say the right thing in the right place, but, far more difficult still, to leave unsaid the wrong thing at the tempting moment."

re-ca-pit'-u-lāte, *v. t.* To relate in brief.
re-cit'-al, *n.* A narration; that which is recited.
re-count', *v. t.* To tell the particulars of.
re-lāte', *v. t.* To tell over.
rep-ar-tōe', *n.* A smart and witty reply.
rep-e-ti'-tion, *n.* Doing or uttering a second time.
re-mor, *n.* A current story passing from one person to another without any authority for it.
sāl-u-tā'-tion, *n.* Greeting.
sār'-casm, *n.* A taunt; a cutting jest.
sa-tir'-ic-al-ly, *adv.* With severity of remark.

serēam, *v. i.* To cry out with a shrill voice.
shriēk, *v. i.* To utter sharply and shrilly.
smōōth'-ness, *n.* Easy flow of words; (*a.*) evenness of surface.
so-ll'-o-guy, *n.* A talking to one's self.
sūg-gēs'-tion (-yūn), *n.* A hint; an intimation.
ūt'-ter-ance, *n.* Vocal expression.
vāgue'-ly, *adv.* Unfixedly; in a vague manner.
vōr'-bal, *a.* Expressed in words.
wit'-ti-ōism, *n.* A witty sentence or phrase.
wēl'-cōme, *v. t.* To salute with kindness.

LESSON 164.

DICTATION EXERCISE.

Never shall thy spoken word be again unsaid, unheard;
 Well their work thy lips have wrought, joy or grief or evil thought;
 Though it pierce a poisoned spear through the soul thou holdest dear,
 Though it quiver, fierce and deep, through some stainless spirit's sleep,
 Once for all the rune is read, once for all the judgment said;
 Offer life and soul and all that one sentence to recall,
 Rue it all thy lingering days, hide it deep with love and praise,
 All thy travail is in vain, spoken words come not again.—*Christian Union.*

LESSON 165.

MISCELLANEOUS.

Fasten your souls so high, that constantly
 The smile of your heroic cheer may float
 Above all floods of earthly agonies,
 Purification being the joy of pain.—*E. B. Browning.*

sāfe'-ty, *n.* Free from hurt, injury or loss.
sa-lū'-bri-ōus, *a.* Healthful.
seēārge (skārj), *v. t.* To whip severely.

serū'-ti-nize, *v. t.* To search closely.
sēarch'-a-ble, *a.* That can be searched.
sōē'-ond-a-ry, *a.* Subordinate.
sō'-ere-gy, *n.* Privacy.

sĕd'-i-ment, n. Settlements.
sĕs'-sion, n. The actual assembly of members of any body.
shiĕld, v. t. To protect.
sĭġ-nĭf'-i-eant, a. Standing as a sign or token.
sĭ'-lenċe, n. Absolute stillness.
sĭn'-gu-lar, a. Odd; being alone.
sĭ'-phon, n. A bent tube or pipe.

sĭt-u-ġ'-tion, n. Position.
slĭp'-per-y, a. Smooth; unstable.
slouġ'h (slou), n. A hole full of mire.
sĕ-bri-quĕt' (sĕ-bre-kġ'), n. A nickname.
sĕl'-u-ble, a. That can be dissolved.
squ-ve-nĭr', n. That which serves as a reminder; a keepsake.

LESSON 166.

WORDS DENOTING PRAISE.

His words are bonds, his oaths are oracles;
 His love sincere, his thoughts immaculate,
 His tears pure messengers sent from the heart;
 His heart as far from fraud as heaven from earth.—*Shakespeare.*

ġd'-mi-ra-ble, a. Worthy of admiration.
ġd-mĭre', v. t. To regard with love or esteem.
a-dĕr'-a-ble, a. Worthy of adoration.
beau'-tĭ-fŭl, a. Having the qualities which constitute beauty.
brĭl'-liant (brĭl'-yant), a. Distinguished by qualities which excite admiration.
com-mĕn-dġ'-tion, n. Praise.
cĕm'-pa-ra-ble, a. Worthy of comparison.
cĕm'-pli-ment, n. Delicate flattery; praise.
erĕd'-it-a-bly, adv. With credit; without disgrace.

de-ġir'-a-ble, a. Worthy of desire, or longing.
ĕ'-go-tĭst, n. One who speaks much of himself, or magnifies his own achievements.
e-lġb'-o-rate, a. Finished with great care.
ĕm'-i-nenċe, n. Exaltation; distinction.
ĕn-cĕ'-mi-ġm, n. Formal praise.
ĕs'-tĭ-ma-ble, a. Worthy of regard.
eġ'-lo-ġize, v. t. To praise.
ĕx'-ċel-lent, a. Very good.
ĕx'-em-pla-ry, a. Serving as a pattern; commendable.
ĕx'-quĭ-ġĭte, a. Exceedingly nice.
ĕx-tĕl', v. t. To eulogize.

LESSON 167.

Words Denoting Praise.

Large was his bounty, and his soul sincere,
 Heaven did a recompense as largely send;
 He gave to Misery all he had — a tear;
 He gained from Heaven ('twas all he wished) — a friend.—*Grey.*

fġ'-moŭs, a. Renowned.
fġult'-less, a. Perfect.
fġ'-vor-ĭte, a. Especial esteem or preference.

fġġt'-ter-y, n. False praise.
ġĕn'-u-ĭne, a. Real; natural.
ġĕr'-ġeoŭs (-ġŭs), a. Magnificent.
ġrġn'-deur, n. Splendor of appearance.

hōn'-or-a-ble (ōn'-ur-), *a.* Worthy of being esteemed.

il-lūs'-tri-ōs, *a.* Renowned; brilliant.

im-māc'-u-late, *a.* Without blemish.

in-eōm'-pa-ra-ble, *a.* Without equal.

laud, *v. t.* To praise.

lū'-mi-nous, *a.* Shining.

lūs'-tre or **lūs'-ter**, *n.* Splendor; brightness.

maġ-nif'-i-cent, *a.* On a grand scale; splendid.

ma-jēs'-tle, *a.* Of august dignity, stateliness or imposing grandeur; splendid.

mār'-tyr, *n.* One who makes a great sacrifice for the sake of principle.

mēr-i tō'-ri-ōs, *a.* Worthy of honor.

nōt'-a-ble, *a.* Worthy of notice; remarkable.

pār'-a-ġōn, *n.* A model of excellence.

LESSON 168.

Words Denoting Praise.

He was the soul of goodness,
And all our praises of him are like streams
Drawn from a spring, that still rise full, and leave
The part remaining, greatest. — *Shakespeare.*

per-fēc'-tion, *n.* The state of being perfect.

prāise, *n.* Approval of merit.

prō'-ciōs (prōsh'-ūs), *a.* Of great value.

pū'-ri-ty, *n.* Innocence; cleanness.

quīn-tēs'-sençe, *n.* Pure or concentrated essence.

rā'-di-ant, *a.* Beaming with brightness.

re-mārk'-a-ble, *a.* Uncommon; noticeable.

stēr'-ling, *a.* Genuine; of excellent quality.

sub-lim'-i-ty, *n.* The state of being sublime; eminence.

sūb-stān'-tial, *a.* True; solid.

su-pērb', *a.* Grand; elegant.

su-pe-ri-ōr'-i-ty, *n.* More excellent than any other.

tran-scēnd'-ent, *a.* Very excellent.

trūst'-wor-thy (-wūr-), *a.* Worthy of confidence; trusty.

vēn'-er-a-ble, *a.* Worthy of reverence.

ve-rā'-ciōs, *a.* Truthful.

vīg'-i-lant, *a.* Watchful; circumspect.

vīr'-tu-ous, *a.* Blameless; good.

wōn'-droūs, *a.* Admirable; astonishing.

wor'-thy (wūr-), *a.* Possessing merit,

LESSON 169.

DICTATION EXERCISE.

True to the promise of thy far-off youth,
When all who loved thee, for thee prophesied
A grand, full life, devoted to the truth,
A noble cause by suffering sanctified.
True to all beauties of the poet thought
Which made thy youth so eloquent and sweet;
True to all duties which thy manhood brought
To take the room of fancies light and fleet;
True to the steadfast walk and narrow way,
Which thy forefathers of the covenant trod!
True to thy friend in foul or sunny day,
True to thy home, thy country and thy God! — *All the Year Round.*

LESSON 170.

HOMOPHONOUS WORDS.

Better trust all and be deceived,
And weep that trust and that deceiving,
Than doubt one heart that, if believed,
Had blessed one's life with true believing.—*Frances A. Kemble.*

rōd, n. The fourth of an acre.

ryde, a. Uncivil.

sāll, v. i. To move on the water by means of sails.

sāle, n. The transfer of property for money.

sēam, n. Two edges joined.

sēm, v. i. To appear.

sēa, n. A large body of water.

sēe, v. i. To perceive.

sērf, n. A slave.

sūr, n. The swell of the sea which breaks upon the shore.

sērgē, n. A coarse cloth.

sūrge, v. i. To rise high and roll, as waves.

sew (sō), v. i. To fasten together with needle and thread.

sōw, v. i. To scatter.

slghs, n. Heavy breathing.

size, n. Bulk; magnitude.

skūll, n. The part of the head which encloses the brain.

seūll, n. A small, narrow boat.

sōle, n. The bottom of the foot; (a.) only.

sōul, n. The spiritual part of man.

LESSON 171.

PERTAINING TO RELIGION.

Religion is the best armor in the world, but the worst cloak.—*Bunyan.*

bēn-e-dīe'-tion, n. The short prayer which closes public worship.

blas-phēme', v. i. To speak with irreverence of God.

ea-thē'-dral, n. The head church in a diocese.

Cāth'-o-līe, n. An adherent of the Roman Catholic church.

ehris'-ten (kris'-n), v. i. To give a name and baptize.

ehris'-tian (krist'-yan), n. One who professes to believe, or is assumed to believe, in the religion of Christ.

eōm-mū'-nī-cant, n. A church member.

eōn-gre-gā'-tion, n. An assembly of people for the worship of God.

eōn'-se-erāte, v. i. To appropriate to sacred use.

ere-ā'-tion, n. The act of bringing into existence.

Cre-ā'-tor, n. The supreme being.

ery-čī-fix'-lon (-fix'-shūn), n. The Savior's death upon the cross.

dōe'-a-lōg-ue, n. The ten commandments.

dēd'-i-eāte, v. i. To set apart and consecrate.

dēs'-e-erāte, v. i. To divert from a sacred purpose.

dēv'-e-tēe', n. One wholly given to religion.

dī'-o-čēse, n. The district under a bishop's care.

dīs-čī'-ple, n. A follower.

dōx-ōl'-o-gy, n. A hymn of praise.

e-thē'-re-al, a. Celestial.

LESSON 172.

Pertaining to Religion.

Never trust anybody not of sound religion, for he that is false to God can never be true to man.—*Lord Burleigh.*

ē-vān'-gel-ist, n. One authorized to preach, but who has no special charge.

Ġġen'-e-sis, n. The first book in the Bible; formation.

hŷ-pōc'-ri-sy, n. A feigning to be what one is not; pretense.

īm'-pi-oŷs, a. Not pious; wanting in veneration for God and His authority.

īn'-fl-del, n. One who does not believe in Christ

min'-is-ter, n. The pastor of a church.

mīš'-sion-a-ry (mīsh'-un-), n. One who is sent to spread religion.

mōn'-as-tēr-y, n. A house of religious retirement for monks.

ōr'-tho-dōx, a. Sound in the Christian faith.

prāyer (prār), n. An earnest supplication to God.

Prēs-by-tē'-ri-an, n. One who belongs to a church governed by presbyters.

priēst, n. One who performs the rites of sacrifice.

Prōt'-es-tant, n. A Christian who protests against the doctrines of the Church of Rome.

prōv-i-dēn'-tial, a. Proceeding from divine providence.

psālm'-ist (sām-), n. A writer of sacred songs.

re-lī'-gious, a. Pious; godly.

re-pēnt'-ance, n. Sorrow for what one has done or omitted to do.

rēv'-er-en-çe, n. Veneration; a title applied to priests and ministers.

Scrip'-ture, n. The Bible.

sōl'-emn, a. Serious; sacred

LESSON 173.

DICTATION EXERCISE.

The Lord is my shepherd; I shall not want. He maketh me to lie down in green pastures; he leadeth me beside the still waters.

He restoreth my soul; he leadeth me in the paths of righteousness for his name's sake.

Yea, though I walk through the valley of the shadow of death, I will fear no evil; for thou art with me; thy rod and thy staff they comfort me.

Thou preparest a table before me in the presence of mine enemies; thou anointest my head with oil; my cup runneth over.

Surely goodness and mercy shall follow me all the days of my life; and I will dwell in the house of the Lord forever.—*Twenty-third Psalm.*

LESSON 174.

DENOTING MYSTERY.

As defect of strength in us makes some weights to be unmovable, so likewise defect of understanding makes some truths to be mysterious.— *Bishop Sherlock.*

áp-pa-ri'-tion, n. A ghost; a preternatural appearance.
ðn-chánt'-er, n. One who deals in spells or sorcery.
ðx-traôr'-di-na-ry, a. Uncommon; wonderful.
ghôst, n. An apparition; the spirit.
gôb'-lin, n. An evil spirit.
in-êx'-pli-ca-ble, a. Cannot be accounted for.
lôg-êr-de-măin', n. Sleight of hand.
ma-gi'-cian, n. One skilled in magic.
măr'-vel-o-ûs, a. Wonderful; astonishing.
mîr'-a-ele, n. A wonder, or wonderful thing.

mî-răc'-u-lo-ûs, a. Performed supernaturally.
mys-tê'-ri-o-ûs, a. Impossible to understand.
mÿs'-tîc-al, a. Governed by mysterious laws.
mÿs'-tî-fÿ, v. i. To involve a mystery so as to mislead.
ôm'-i-no-ûs, a. Containing an omen.
phe-nôm'-e-nôn, n. An appearance whose cause is not immediately obvious.
prôph'-e-cÿ, n. A prediction.
prôph'-e-sÿ, v. i. To predict.
sû-pêr-năt'-u-ral, a. Miraculous.
sû-pêr-stî'-tion, n. Fear of that which is unknown or mysterious.

LESSON 175.

MISCELLANEOUS.

Show me the man you honor; I know by that symptom better than by any other what kind of a man you are yourself; for you show me what your ideal of manhood is, what kind of a man you long to be.— *Carlyle.*

sôp-o-rîf'-îc, a. Causing sleep.
spê'-cial, a. Different from others.
spêç'-i-fÿ, v. i. To name as a particular thing.
spêç'-i-men, n. A sample.
spiğ'-ot, n. A pin or peg used to stop a faucet.
splî'-ter, n. A thin piece of wood, or other solid substance, rent from the main body.
sponğe, n. A porous substance capable of imbibing a great quantity of water, found in Southern waters.
spon-tă'-ne-o-ûs, a. Voluntary; willing; proceeding from internal energy.
spû'-ri-o-ûs, a. Not genuine.
squēal, v. i. To cry with a sharp, shrill, prolonged sound.

squirm, v. i. To move with writhing or contortions.
sta-bîl'-i-ty, n. Firmness; steadiness.
stăg'-ger, v. i. To cause to doubt and waver; to shock.
stăin'-less, a. Free from reproach or guilt; free from any stain.
stăm-pêde', n. A sudden flight in consequence of a panic.
stănch, v. i. To stop the flowing of; to extinguish.
stăr'-tle, v. i. To excite by sudden surprise; to frighten; to surprise; to alarm.
stêad'-i-ness, n. Steadfastness; constancy.
stêalth'-y, a. Secret; done by stealth.
strêngth, n. Force; power.

LESSON 176.

PERTAINING TO DEATH.

When Death, the great reconciler, comes, it is not of our kindness we repent, but our severity.—*George Eliot.*

bur'-i-al (bĕr'-rĭ-al), *n.* Funeral solemnity.

çĕm'-e-tĕr-y, *n.* Burial place.

ĕŏf'-fin, *n.* The case in which a dead body is buried.

ĕôrpse, *n.* The dead body of a human being.

ĕor-rŭpt'-i-ble, *n.* That which may decay or perish; the human body.

ĕre-mă'-tion, *n.* The burning of the dead.

dirĕge, *n.* A funeral hymn.

ĕp'-i-tăph (-tăf), *n.* Inscription on a monument.

fŭ'-ner-al, *n.* The ceremony of burying a dead human body.

im-môr'-tal, *a.* Not mortal; lasting forever.

me-mô'-ri-al, *n.* Anything intended to preserve the memory of a person.

môrgue (môrgĕ), *n.* A place where the bodies of persons found dead are exposed that they may be claimed by their friends.

môr-tăl'-i-ty, *n.* Subjection to death.

o-bit'-u-a-ry, *n.* Notice of the death of a person.

ŏb'-se-queŭs, *n. pl.* Funeral solemnities.

pĕr-dĭ'-tion, *n.* Future misery or eternal death.

pâr'-ġa-to-ry, *n.* A place where, it is said, after death, one may expiate such offenses committed in this life as do not merit eternal damnation.

sĕr'-aph, *n.* An angel of the highest order.

spĭr'-it-u-al, *a.* Not material; consisting of spirit.

ŭn-der-tăk'-er, *n.* One who takes charge of funerals.

LESSON 177.

DICTATION EXERCISE.

So live, that when thy summons comes to join
The innumerable caravan, that moves
To that mysterious realm, where each shall take
His chamber in the silent halls of death,
Thou go not, like the quarry-slave at night,
Scourged to his dungeon, but, sustained and soothed
By an unfaltering trust, approach thy grave,
Like one who wraps the drapery of his couch
About him, and lies down to pleasant dreams.

—*Wm. Cullen Bryant*

LESSON 178.

SORROW.

Hearts, like apples, are hard and sour,
Till crushed by Pain's resistless power;
And yield their juices rich and bland
To none but Sorrow's heavy hand.— *Holland.*

āf-flē'-tion, n. A state of pain, distress, or grief.

ān'-guish, n. Extreme pain.

dēp'-re-eāte, v. t. To regret deeply.

dēs'-e-late, a. Afflicted; left alone.

dēs'-per-ate, a. Beyond hope.

de-spōnd'-ent, a. Marked by despair.

dēs'-ti-tūte, a. Without friends or comforts.

dīs-ap-point'-ment, n. Defeat of hopes or expectations.

dīs-ās'-trōūs, a. Unfortunate.

dīs-eōn'-so-lāte, a. Without comfort.

dōl'-or-oūs, a. Sorrowful; full of grief.

griēv'-ance, n. Cause of complaint or grief.

hu-mil'-i-ā'-tion, n. Abasement of pride; mortification.

in-fe-līc'-i-ty, n. Misery; unhappiness.

mōl'-an-ehōl'-y, n. Gloomy state of mind.

mīg'-er-a-ble, n. Very unhappy.

mōr-ti-fi-cā'-tion, n. Humiliation or chagrin.

mōrn'-ful, a. Full of sorrow.

ōb-seū'-ri-ty, n. Darkness; gloom.

pīt'-e-oūs, a. Mournful; miserable.

LESSON 179.

COMPLETION.

"Let me not leave my space of ground untill;
Call me not hence with mission unfulfilled.
Let me not die before I've done for Thee
My earthly work, whatever that may be."

a-bōl'-ish, v. t. To put an end to.

āe-eōm'-plish, v. t. To complete.

a-chiēve', v. t. To accomplish.

eōm-plē'-tion, n. Act of finishing.

eōn-elū'-sive, a. Decisive.

eōn'-sum-māte or eōn-sūm'-māte, v. t.
To bring to completion.

eūl'-mi-nāte, v. t. To reach the highest point.

de-mōl'-ish, v. t. To destroy.

e-vēn'-tu-al, a. Final; terminating.

ēx-haust', v. t. To consume entirely.

ex-pī-rā'-tion, n. Termination.

ex-tēr'-mi-nāte, v. t. To destroy utterly.

ex-tinet', a. Ended; having ceased.

ēx'-tir-pāte or ēx-tīr'-pāte, v. t. To root out.

fi-nā'-lē (fē-nā'-lā), n. The last note or end of a piece of music; close; termination.

fru-ī'-tion, n. Pleasure derived from possession.

ful-fill', v. t. To bring to pass.

qui-ē'-tus, n. That which silences; a final discharge.

tēr-mī-nā'-tion, n. Conclusion.

ūl'-ti-māte, a. Final; the last result.

LESSON 180.

HOMOPHONOUS WORDS.

He liveth long who liveth well !
All else is life but flung away ;
He liveth longest who can tell
Of true things only done each day.— *H. Bonar.*

shoe, n. A covering for the foot.
shoo, v. t. To drive away.
shone or shōne, v. t. Did shine.
shown, v. t. Having caused to see.
shot, v. t. To cause to be driven by force.
chute, n. A frame-work for sliding articles from a higher to a lower level.
sleight, n. Trick; artifice.
slight, a. Slender; (*v. t.*) neglect.
some, n. A portion of.
sūm, n. A problem to be solved.

sōn, n. A male child.
sūn, n. The source of light.
sore, a. Painful; bruised.
sōar, v. t. To fly aloft.
stare, v. t. To look with fixed eyes.
stair, n. A series of steps for ascent or descent.
steel, n. Refined iron.
steal, v. t. To take without right or leave.
sūek'-er, n. A kind of fish.
sūe'-eor, n. Help; assistance.

LESSON 181.

WORDS DENOTING JOY.

I sing as sings the bird on yonder branches swinging ;
It is not that the song be heard, but for the joy of singing.
And yet if there chance by, or hap to linger nigh,
One who listens to my lay and goes bravely forth to meet the day,
With a heart less troubled, the joy of song is doubled.— *Century.*

še-elāim', n. A joyous shout of applause.
buōy'-ant, a. Cheerful; vivacious.
še'-sta-sy, n. Enthusiastic delight.
ōn-thū'-gi-āsm, n. Ecstasy.
fe-līç'-i-ty, n. State of being happy.
grāt'-i-fy, v. t. To give pleasure to.
grāt'-i-tūde, n. Thankfulness.
hāl'-cy-on, a. Peaceful; undisturbed.
hi-lār'-i-ty, n. Mirth; gayety.
jōe'-und, a. Merry; lively.
joy'-ōūs, a. Glad; gay.
jū'-bi-lant, a. Rejoicing; shouting for joy.

lāugh'-ter (lāf'-ter), n. Convulsive expression of mirth.
pēaçe'-a-ble, a. Tranquil; quiet.
plēas'-ure, n. Agreeable sensations of emotion.
rāp'-ture, n. Extreme joy or pleasure.
re-jol'-qing, n. Occasion of joy or gladness.
sāt-is-fāc'-tion, n. Gratification of desire.
tri-ūm'-phant, a. Rejoicing for victory.
vīe-tō'-ri-ōūs, a. Winning; triumphant.

LESSON 182.

PERTAINING TO HUMOR.

"Live for today! Tomorrow's light
Will bring tomorrow's cares to sight;
Go, sleep like the flowers at night
And Heaven will bless thy morn!"

āb-sūrd', a. Ridiculous; irrational.
ēār'-i-ea-tūre, v. t. To ridiculously exaggerate.
eēm'-le-al, a. Exciting mirth; droll.
de-ride', v. t. To turn to ridicule.
drōll, a. Ludicrous from oddity.
fa-çō'-tious (-shūs), a. Given to wit and good humor.
frōl'-le-sōme, a. Full of gayety and mirth.
gāy'-e-ty, n. Merry delight; state of being gay.
gri-māçe', n. A made up face.
gro-tēsque' (-tēsk), a. Ludicrous.
hū'-mor-ōūs (or yu'-mur-), a. Exciting laughter.

jōe'-u-lar, a. Given to jesting.
lāugh'-a-ble, a. Fitted to excite laughter.
lēv'-i-ty, n. Lightness of temper or conduct.
lū'-di-erōūs, a. Laughable; comical.
mīrth'-ful, a. Full of mirth or merriment.
plāy'-ful-ness, n. The state of being playful.
rī-dīe'-u-loūs, a. Laughable.
spōrt'-ive, a. Gay; frolicsome; playful.
wāg'-gish, a. Roguish in sport or good humor.

LESSON 183.

PERTAINING TO THE THEATRE.

"This life a theatre we well may call,
Where every actor must perform with art;
Or laugh it through, and make a farce of all,
Or learn to bear with grace his tragic part."—*From the Greek.*

āc'-tor, n. One who acts or performs.
ām-a-tēur', n. Not a professional.
a-mūse'-ment, n. Entertainment; recreation.
ān'-di-ençe, n. An assembly of hearers.
bū'-lēsque', n. A ludicrous representation.
çīr'-e-us, n. An enclosed place for games, or feats of horsemanship.
eo-mē'-di-an, n. An actor or player in comedy.
eēm'-e-dy, n. A dramatic composition of a light and amusing character.

drā'-mā or drā'-mā, n. A composition designed to be represented on the stage by several characters.
eñ-eōre' (ōng-kōr'), adv. Once more.
fārçe, n. A low style of comedy.
mīn'-strel-sy, n. A collective body of minstrels; occupation of minstrels.
mu-gē'-um, n. A repository for curiosities.
pān'-to-mime, n. A theatrical entertainment given in dumb show.

pär-quet' (-kă or -kët), *n.* The body of seats on the floor of a theatre nearest the orchestra.

për-fôrm'-ançe, *n.* An exhibition.

tâ-bleau' (-blô), *n.* A representation of some scene by persons grouped in the proper manner.

thê'-a-ter, } *n.* A house for the exhibi-
thê'-a-tre, } tion of dramatic per-
formances.

tra-gê'-di-an, *n.* A tragic actor.

trăg'-e-dy, *n.* A dramatic poem performed by illustrious persons, and generally having a fatal issue.

LESSON 184.

PERTAINING TO FESTIVITY.

Pleasures are like poppies spread,
You seize the flower, its bloom is shed;
Or like the snow flakes on the river,
A moment white, then gone forever.—*Burns.*

ân-nî-vêr'-sa-ry, *n.* A day on which an event is celebrated annually.

băp'-quet (bănk'-wet), *n.* A rich entertainment; a feast.

băr'-be-cûe, *n.* A large animal roasted whole.

birth'-dăy, *n.* The anniversary of one's birth.

eăr'-nî-val, *n.* A festival of merriment and revelry.

çêl-e-bră'-tion, *n.* Honor bestowed by public ceremonies.

çên-tên'-nî-al, *n.* The hundredth anniversary.

çêr'-e-mo-ny, *n.* Outward rite.

Christ'-mas, *n.* The festival of the Christian church, observed annually on December 25th, in memory of the birth of Christ.

eôr-o-nă'-tion, *n.* The act of crowning a sovereign.

fês-tîv'-i-ty, *n.* Gayety; joyfulness.

hăl'-i-dăy, *n.* A day set apart in commemoration of some event.

il-lu-mi-nă'-tion, *n.* Festive decorations of houses or buildings with lights.

jël-li-fi-că'-tion, *n.* Noisy festivity and merriment.

jū'-bi-lee, *n.* A season of great joy.

ôs-ten-tă'-tion, *n.* Pretentious parade; unnecessary display or show.

păg'-eant-ry, *n.* Pompous exhibition or display.

pro-çês'-sion, *n.* Regular, ceremonious progress.

rêe-re-ă'-tion, *n.* Entertainment; amusement.

rêv'-el-rŷ, *n.* Noisy festivity.

LESSON 185.

DICTIONARY EXERCISE.

Ring, joyous chords! ring out again!
A swifter still, and a wilder strain!
They are here, the fair face and the careless heart,
And stars shall wane ere the mirthful part.

But I meet a dimly mournful glance,
 In a sudden turn of the flying dance;
 I heard the tone of a heavy sigh
 In a pause of the thrilling melody!
 And it is not well that woe should breathe
 On the bright spring flowers of the festal wreath!
 Ye that to thought or to grief belong,
 Leave, leave the hall of song!—*Mrs. Hemans.*

LESSON 186.

MISCELLANEOUS.

"Get into the habit of looking for the silver lining of the clouds, rather than at the leaden gray in the middle. It will help you over many hard places."

süb-serip'-tion, n. To give consent by writing the name.

süb-sist'-ençe, n. Means of support.

süf'-fo-eäte, v. t. To stifle; to smother.

süit'-a-ble, a. Proper; becoming.

süre (shür), a. Without doubt; certain.

sür-vej', v. t. To examine.

sým'-bol, n. A significant character or letter.

sým-mét'-rie-al, a. Having parts in due proportion.

sýs-tem-ät'-le, a. According to regular method.

te-nä'-cloüs, a. Holding fast.

tënd'-en-gy, n. Drift; direction towards an object.

těn'-sion, n. The act of stretching or straining.

těp'-id, a. Moderately warm.

těr-rēs'-tri-al, a. Earthly.

těr'-ri-ble, a. Dreadful.

těr-rif'-le, a. Causing terror.

thirst'-y, a. Suffering from thirst.

thór'-ough, a. Complete; perfect.

tough (tűf), a. Strong; able to endure hardship.

trěach'-er-oüs, a. Faithless; false.

LESSON 187.

PERTAINING TO FLOWERS.

Life evermore is fed by death,
 In earth, and sea, and sky;
 And that a rose may breathe its breath,
 Something must die.—*Holland.*

a-lýs'-sum, n. A plant belonging to the mustard family, bearing small, white, sweet-scented flowers.

a-nēm'-o-ne, n. Called wind flower, as its leaves are so easily stripped off by the wind.

är'-bu-tus, n. A pale pink flower, found early in spring.

a-xä'-le-ä, n. A flowering plant.

bęu-quęť (bęu-kä'), n. A nosegay.

ěä'-lyx, n. The leaf-like envelope of a flower.

ěär-nä'-tion, n. A species of clove pink.

chrys-än'-the-müm, n. A kind of flower, of many species.

elēm'-a-tis, n. A climbing plant, with flower.

ęý'-press, n. A flowering vine.

dăf'-fo-dil, n. A plant with a yellow flower.

dāh'-lā (dāh'-yā or dāh'-yā), *n.* A large and beautiful flower.
dān'-de-li-on, *n.* A plant with a yellow flower, and leaves the shape of a lion's tooth.
ěg'-lan-tine (or -tīn), *n.* The sweet briar; a species of rose.
fleur-de-lis, *n.* A flower of the lily family.

fīf'-rist, *n.* One who cultivates flowers.
fīrā'-grant, *a.* Sweet of smell.
fūch'-sl-ā, *n.* A flowering plant, native of Mexico and South America.
ge-rā'-nī-ūm, *n.* A plant and flower.
hē'-li-o-trōpe, *n.* A very fragrant flower.

LESSON 188.

Pertaining to Flowers.

Leaves have their time to fall,
 And flowers to wither at the north wind's breath.—*Felicia D. Hemans.*

hŷ'-a-činth, *n.* A bulbous plant bearing beautiful spikes of fragrant flowers.
hŷ'-drān'-ge-ā, *n.* A plant bearing large heads of showy flowers of a rose color naturally.
ja-pōn'-l-eā, *n.* A species of camellia bearing beautiful red or white flowers.
jās'-mīne, *n.* A shrub or climbing plant bearing flowers of a peculiarly fragrant odor.
līl'-y, *n.* A beautiful and fragrant flower.
mār'-l-gōld, *n.* A plant bearing yellow flowers.
mī-gnon-ette' (mīn-yun-ēt'), *n.* An annual flowering plant having a delicate odor.
nār-čīs'-sus, *n.* A flowering plant with bulbous root.
nas-tūr'-tium, *n.* A climbing plant with yellow flowers.

ō'-dqr-ōūs, *a.* Having a sweet odor.
ōr'-ehld (ōr'-kld), *n.* A species of orchis.
pē'-o-ny, *n.* A large, beautiful, showy flower.
pēr'-fūme, *n.* Fragrance.
pēt'-al, *n.* One of the colored leaves of a flower.
phlōx (flōks), *n.* An American flowering plant, having red, white or purple flowers.
rhō-do-dēn'-dron, *n.* A plant with handsome evergreen leaves and beautiful rose-colored or purple flowers.
sy-rīn'-gā, *n.* A kind of shrub with sweet-scented white flowers.
this'-tle (thīs'-sl), *n.* A prickly plant with pink or lavender flowers.
vā'-rī-e-gāte, *v. t.* To mark with different colors.
vēr-bē'-nā, *n.* A beautiful flower.

LESSON 189.

DICTATION EXERCISE.

I cannot despise the cold man of science, who walks with his eyes
 All alert through a garden of flowers, and strips
 The lilies' gold tongues, and the roses' red lips,
 With a ruthless dissection; since he, I suppose,
 Has some purpose beyond the mere mischief he does.

But the stupid and mischievous boy, that uproots
The exotics, and tramples the tender young shoots
For a boy's brutal pastime, and only because
He knows no distinction between heartsease and haws,—
One would wish, for the sake of each blossom so nipped,
To catch the young rascal and have him well whipped.—*Owen Meredith.*

LESSON 190.

COLOR.

"When death's shadows my bosom uncloud,
When I shrink from the thought of the coffin and shroud,
May hope, like the rainbow, my spirit enfold
In her beautiful pinions of purple and gold."

āz'-ure, n. The blue color of the sky.

ēār'-mine, n. A rich red or crimson color.

ēōl'-or, n. Any hue or tint as distinguished from white.

erim'-son, n. A deep red color.

grāy, n. Any mixture of white and black.

lāv'-eu-der, n. A grayish blue color.

ma-gēn'-tā, n. A red or crimson color, derived from aniline.

ma-rōōn', n. A brownish crimson, or claret color.

mauve (mōv), n. A delicate and beautiful purple or lilac.

māz-a-rīne', n. A deep blue color.

ō'-eher, } a. Pale yellow.
ō'-ehre, }

ōl'-ive, n. A dark brownish green color.

ōr'-ange, n. Golden yellow.

pār'-ple, n. A color composed of red and blue, much esteemed for its richness and beauty.

sī-ēn'-nā, n. A brownish yellow color.

ūm'-ber, n. A blackish brown color.

vēr'-dure, n. Greenness.

vēr-mil'-ion (-yun), n. A beautiful red color.

vi'-o-lēt, n. A dark blue inclining to red.

yēl'-lōw, n. A bright, golden color, reflecting the most light of any, except white.

LESSON 191.

TREES.

Mouldering and moss-grown, through the lapse of years, in motionless beauty stands the giant oak, whilst those that saw its green and flourishing youth are gone and are forgotten.—*Longfellow.*

āz'-bor vi'-tā, n. An evergreen tree.

āsp'-en, n. A species of poplar, whose leaves tremble with the slightest impulse of the wind.

birch, n. A tree of several species.

būt'-ter-nūt, n. An American tree and its fruit.

ea-tāl'-pā, n. A tree having large leaves and white flowers.

qē'-dar, n. An evergreen tree.

chēst'-nūt (chēs'-), n. A tree, with fruit enclosed in a prickly bur.

ēō'-ēōa (kō'-kō), n. A palm, producing the coconut.

ēb'-on-y, n. A wood from Madagascar and Ceylon, which admits of a fine polish; the usual color is black.

elm, n. A tree much used in America for shade.
fō'-ll-āge, n. A collection of leaves arranged by nature.
hiek'-o-ry, n. An American tree.
māg-nō'-ll-ā, n. A tree having large, fragrant flowers, found in the southern part of the United States.
ma-hōg'-a-ny, n. A large tree found in tropical America.
pāl-mēt'-to, n. A species of palm, growing in the West Indies and southern United States.

pēr-sīm'-mon, n. An American tree, with fruit like a plum.
sās'-sa-frās, n. A tree whose bark has an aromatic smell and taste.
sye'-a-mōre, n. A large tree found in Egypt and Syria, and is the sycamore of Scripture; in America the buttonwood tree is called by this name.
wā'-nūt, n. A tree, of which there are several species, and its fruit.
wil'-lōw, n. A tree with slender, pliant branches.

LESSON 192.

HOMOPHONOUS WORDS.

'Tis a very good world that we live in,
 To lend, to spend, or to give in;
 But to beg or to borrow, or to get a man's own,
 'Tis the very worst world that ever was known.—*Bulwer Lytton.*

stāke, v. t. To wager; (*n.*) A post.
steāk, n. A slice of meat.
stile, n. Steps over a fence.
style, n. Fashion; manner.
strāit, n. A narrow passage of water between two larger bodies of water.
straight, a. Not crooked.
swēet, a. Agreeable.
sūte (swēet), n. A series; a collection.
tāeks, n. Small nails.
tāx, n. Tribute to the government.

tēar, n. A drop of water from the eye.
tiēr, n. A row.
teār, v. t. To rend.
tāre, n. A weed; deduction from freight.
tēam, n. Two or more horses.
tēem, v. i. To be full; to abound.
thrōne, n. A chair of state.
thrōwn, v. t. Past of throw.
tōll, n. Tax on the highway.
tōle, v. t. To cause to follow.

LESSON 193.

ANIMALS.

The motives of conscience, as connected with repentance and the feeling of duty, are the most important differences which separate man from the animal.—*Darwin.*

āl'-ll-gā-tor, n. A large reptile living in water or on land.
ēār'-eass, n. The dead body of an animal.
cha-mē'-le-on, n. A lizard-like reptile, whose color changes more or less with the color of the objects about it.

chām'-ois (shām'-mỹ), n. A species of antelope living on the highest peaks in Europe.
erōē'-o-dile, n. A large reptile.
drōm'-e-da-ry, n. A camel, with one hump.

ôl'-e-phant, n. One of the largest quadrupeds now in existence.

fawn, n. A young deer.

fër'-ret, n. An animal of the weasel kind.

gî-râffe', n. An African quadruped with short hind legs, long fore legs and long neck.

gô-rîl'-lâ, n. A large African monkey.

hîp-po-pôt'-a-mûs, n. A large quadruped, native of Africa.

hÿ-ê'-nâ, n. A wild animal with a bristly mane like a hog; it feeds upon carrion.

kân-ga-rôô', n. An Australian quadruped.

lêop'-ard, n. A yellow or fawn-colored animal with black spots along the back and sides.

men-âg'-e-rie (-âzh-), n. A place where animals are kept and trained.

môn'-key, n. A species of ape.

pôr'-cu-pine, n. An animal covered with quills having sharp prickles

quâd'-rû-ped, a. Having four feet.

rhi-nôç'-e-rôs, n. A large and powerful quadruped nearly allied to the elephant.

LESSON 194.

BIRDS.

"What though thy seed should fall by the wayside
And the birds snatch it — yet the birds are fed;
Or they may bear it far across the tide,
To give rich harvest after thou art dead."

bôb'-o-lînk, n. An American singing bird.

ea-nâ'-ry, n. A species of singing bird.

êôek-a-tôô', n. A bird of the parrot kind.

êôr'-mo-rant, n. A sea raven.

eyek'-ôô, n. A bird that derives its name from its song.

êa'-gle, n. A rapacious bird of the falcon family, very large and strong.

fla-mîng'-gô, n. A bird having long legs and neck.

gôld'-fîsch, n. A beautiful singing bird, so named for the color of its wings.

hûm'-mîng-bird, n. A very small bird, remarkable for the brilliancy of its plumage.

jâek'-dâw, n. A bird allied to the crows; it is black, with a blue or metallic reflection.

night'-in-gâle, n. A small bird that sings at night.

ô'-rî-ôle, n. A singing bird having plumage of a golden yellow, mixed with black.

ôs'-trîch, n. A large bird, nearly ten feet high, with long plumes instead of feathers; it can surpass horses in speed.

pâr'-o-quêt, n. A small bird found in tropical countries.

pâr'-rot, n. A bird having brilliant plumage, and celebrated for its powers of mimicry.

pêl'-i-ean, n. A web-footed water fowl, larger than a swan, and remarkable for its enormous bill, to the lower edge of which is attached a pouch that will hold many quarts of water.

pên'-guîn, n. A web-footed marine bird; it is unable to fly, but swims and dives well; it is found only in the south temperate and frigid regions.

rōb'-in, n. An American singing bird, having a breast of a somewhat dingy orange red color.

serēech'-owl, n. An owl that utters a harsh cry at night.

wrēn, n. A small bird.

LESSON 195.

INSECTS.

Not a worm is cloven in vain;
Not a moth with vain desire
Is shrivel'd in a fruitless fire,
But subserves another's gain.—*Tennyson.*

bee'-tle, n. An insect having four wings, the outer pair being stiff cases for covering the others when folded.

būt'-ter-fly, n. An insect of different species, so called from the color of a yellow species.

cāt'-er-pil-lar, n. The worm state of a moth or butterfly.

çēn'-ti-pēd (also çēn'-ti-pēde), n. A many-jointed, wingless insect having many feet.

chrys'-a-lis (krīs-), n. The form into which the butterfly passes, and from which the perfect insect emerges.

cock'-roach, n. An insect with a long body and flat wings; is very troublesome, infecting houses and ships.

co-çōn', n. The oblong case of a silk-worm, in which it lies in its chrysalis state.

crick'-et, n. An insect with a chirping note.

drāg'-on-fly, n. An insect having a large head, wings and eyes, and a long body.

glōw'-worm, n. An insect emitting a green light.

gnāt (nāt), n. A small, troublesome insect having lancet-like stings.

grāss'-hōp-per, n. A jumping insect.

hōr'-net, n. A large, strong wasp of a dark brown and yellow color.

kā'-ty-did, n. An insect of a pale green color, closely allied to the grasshopper.

lō'-eust, n. A jumping insect of the species of the grasshopper.

mōs-quē-to, n. A small insect having a sharp-pointed proboscis, by means of which it punctures the skin of animals, causing a considerable degree of pain.

silk'-worm, n. The caterpillar which produces silk.

spi'-der, n. An insect remarkable for spinning webs for taking its prey, forming its habitation and holding its food.

ta-rān'-tu-lā, n. A species of spider.

whirl'-l-gig, n. An insect that lives on the surface of the water and moves about with great celerity.

LESSON 196.

DICTATION EXERCISE.

Rubbing her shoulder with rosy palm,
As the loathsome touch yet seemed to thrill her,
My little girl cried, "I found on my arm
A horrible, crawling caterpillar!"

And with mischievous smile she could scarcely smother,
 Yet a glance in its daring, half awed and shy,
 She added, "While they were about it, mother,
 I wish they'd just finished the butterfly!"

Ah, look thou largely, with lenient eyes,
 On whatso beside thee may creep or cling,
 For the possible glory that underlies
 The passing phase of the meanest thing!

What if God's great angels, whose waiting love
 Beholdeth our pitiful life below
 From the holy height of their heaven above,
 Couldn't bear with the worm till the wings should grow.

—Mrs. Whitney.

LESSON 197.

HOMOPHONOUS WORDS.

I count this thing to be grandly true :
 That a noble deed is a step toward God,
 Lifting the soul from the common sod
 To a purer air and a broader view.—Holland.

thêir, *pron.* Belonging to them.
thêre, *adv.* In that place.
thyme (tim), *n.* A fragrant plant.
time, *n.* Duration.
tide, *n.* Rise and fall of the sea.
tied, *v. t.* Fastened.
tôo, *adv.* Excessively.
tô, *prep.* Toward.
twô, *a.* Twice one.
tûn, *n.* A liquid measure.
tôn, *n.* A weight of 2,000 pounds.

vâle, *n.* A valley.
veill, *n.* A cover for the face.
vâin, *a.* Proud; fond of praise.
vein, *n.* A vessel that conveys the
 blood back to the heart.
vâne, *n.* A weathercock.
vi'-al, *n.* A small bottle.
vi'-ol, *n.* A musical instrument.
vice, *n.* A moral fault.
vise, *n.* An instrument for holding
 things, closed by a screw.

LESSON 198.

DENOTING SIZE.

It is not growing like a tree
 In bulk, doth make man better be ;
 Nor standing long, to fall at last, dry, bald and sere ;
 In small proportions we most beauty see,
 And in short measures life may perfect be.—Ben Jonson.

bûlk'-i-ness, *n.* Greatness in size.
eo-lôs'-sal, *a.* Gigantic.
eôr'-pu-lent, *a.* An excessive quan-
 tity of flesh.

eûm'-broûs, *a.* Burdensome.
e-nôr'-moûs, *a.* Great beyond the
 common measure.
ex-tên'-sive-ly, *adv.* To a great ex-
 tent; widely.

gi-gǎn'-tīe, *a.* Very large.
hēr-eū'-le-an, *a.* Having great strength or size.
hūge'-ness, *n.* Enormous bulk or largeness.
im-mēag'-ar-a-ble, *a.* That cannot be measured.
Im-mēn'-si-ty, *n.* Vast in extent or bulk.
lil-li-pū'-tian, *a.* Diminutive; very small size.
māg'-ni-fy, *v. t.* To enlarge.
māg'-ni-tūde, *n.* Bulk; size.

mūl'-ti-tude, *n.* A crowd; a great number of persons.
mūs'-eu-lar, *a.* Having well-developed muscles; brawny.
spā'-cloūs, *a.* Vast in extent.
stu-pēn'-doūs, *a.* Astonishing magnitude or elevation.
ti'-ny, *a.* Very small.
tre-mēn'-doūs, *a.* That which astonishes by its magnitude, force or violence.

LESSON 199.

PRECIOUS STONES.

Full many a gem of purest ray serene,
 The dark, unfathomed caves of ocean bear;
 Full many a flower is born to blush unseen,
 And waste its sweetness on the desert air.—*Grey.*

ām'-e-thyāt, *n.* A precious stone of a bluish violet color.
bēr'-yl, *n.* A bluish green mineral of great hardness, and when clear, of great beauty.
eār'-būg-ele, *n.* A beautiful gem of a deep red color.
eār-nēl'-ian (-yan), *n.* A variety of chalcedony, of a deep red, flesh red, or reddish white color.
ehāl'-čēd'-o-ny or **ehāl'-če-do-ny**, *n.* A kind of quartz, usually of a whitish color, and a luster nearly like wax.
ehrys'-o-lite, *n.* A mineral, varying in color from pale green to bottle green.
erys'-tal, *a.* Clear; transparent.
dī'-a-mōnd, *n.* A gem, remarkable for its hardness and brilliancy.
ēm'-er-ald, *n.* A precious stone of a rich green color.
gār'-net, *n.* A mineral of a deep red color.

jās'-per, *n.* An impure variety of quartz, of a dull red or yellow color.
ō'-nyx, *n.* Chalcedony, consisting of parallel layers of different shades of colors, and used for making cameos.
ō'-pal, *n.* A precious stone, consisting of silex in what is called a soluble state, and a small quantity of water.
pēarl, *n.* A bluish white, smooth, lustrous jewel.
ru'-by, *n.* A precious stone of a carmine red color.
sāp'-phīre (sāf'-ir), *n.* Pure crystallized alumina, next in hardness to a diamond.
sār'-dī-ūs, *n.* A precious stone, probably a carnelian.
sār'-do-nyx, *n.* A gem of reddish yellow, or nearly orange color.
tō'-paz, *n.* A gem, generally yellow and pellucid.
tūr-quois' (-koiz' or -keez'), *n.* A mineral of a bluish green color, brought from Persia.

LESSON 200.

DICTATION EXERCISE.

Thus it is over all the earth! That which we call the fairest,
 And prize for its surpassing worth, is always rarest.
 Iron is heaped in mountain piles and gluts the laggard forges;
 But gold-flakes gleam in dim defiles and lonely gorges.
 The snowy marble flecks the land with heaped and rounded ledges,
 But diamonds hide within the sand their starry edges.
 Were every hill a precious mine, and golden all the mountains;
 Were all the rivers fed with wine by tireless fountains;
 Life would be ravished of its zest and shorn of its ambition,
 And sink into the dreamless rest of inanition.—*Holland.*

LESSON 201.

DENOTING QUANTITY.

True worth is in being, not seeming—
 In doing each day that goes by
 Some little good — not in dreaming
 Of great things to do by and by.—*Alice Carey.*

a-būn'-danċe, n. Great plenty.

ām'-ple, a. Fully sufficient.

eōm'-pe-ten-ċy, n. Sufficiency.

eōn-sīd'-er-a-ble, a. Moderately large.

eō'-pi-oūs, a. Plentiful; abundant.

dēarth, n. Want; famine.

ē-noūgh' (ē-nūf'), n. A sufficiency.

ēx-ū'-ber-ant, a. Over-abundant; superfluous.

fām'-īne, n. General scarcity of food.

frūt'-fūl, a. Plenteous; productive.

īn-ād'-e-quate, a. Unequal; insufficient to effect the object.

lūx-ū'-ri-anċe, n. Over-abundance.

mēa'-ġer, } a. Scanty.
mēa'-ġre, }

plēn'-te-oūs, a. Abundant.

re-dūn'-dant, a. Exceeding what is necessary.

scānt'-y, a. Hardly sufficient; not ample.

scār'-ċl-ty, n. Smallness of quantity.

sūf-fi'-ċient (fīsh'-ent), a. Equal to wants.

su-pēr'-fl-u-oūs, a. More than is wanted; excessive.

sūr'-plūs, n. An excess beyond what is wanted.

LESSON 202.

HOMOPHONOUS WORDS.

All are architects of Fate, working in these walls of time;
 Some with massive deeds and great, some with ornaments of rhyme.
 Nothing useless is, or low, each thing in its place is best,
 And what seems but idle show strengthens and supports the rest.—*Longfellow.*

wāste, v. t. To destroy.

wālst, n. Small part of the body above the hips.

wāde, v. i. To walk in mud or water.

wēighed, v. t. Estimated heaviness.

wālt, v. i. To delay.

wēight, n. Pressure downwards.

wāve, n. The advancing swell on the surface of a liquid.

wāive, v. t. To relinquish.

wāre, n. Articles of merchandise.
wēar, v. t. To consume by use.
wēek, n. Seven days.
wēak, a. Wanting strength.
wrāp, v. t. To enfold.
rāp, n. A blow; (*v. t.*) to strike.

wrōte, v. t. Did write.
rōte, n. Mere repetition, without attention to the meaning.
wring, v. t. To twist.
ring, n. A circle; (*v. t.*) to resound.
yōke, n. That which connects or binds.
yōlk (yōk), n. Part of an egg.

LESSON 203.

WORDS REQUIRING CAREFUL DISCRIMINATION.

"Don't brood o'er care—the trouble that you make
 Is always worse to bear, and hard to shake;
 Smile at the world; the sorrow that is sent,
 Take it with patience, as your punishment.
 He wins who laughs."

ae-ċept', v. t. To receive with favor.
ēx-ċept', v. t. To leave out.
āets, n. pl. Deeds.
āx, n. A tool for chopping.
af-fēet', v. t. To operate on.
ef-fēet', n. Result; (*v.*) to bring about.
ālms, n. Gifts of charity.
ārms, n. Weapons; limbs.
ār'-rant, a. Very bad; wicked.
ēr'-rand, n. A commission.
ēr'-rant, a. Wandering; wild.

bāl'-lad, n. A popular song.
bāl'-lot, n. The ticket cast.
bāl'-let (bāl'-lā), n. A theatrical dance.
bār'-on, n. A title of nobility in England.
bār'-ren, a. Unproductive; sterile.
bāred, v. t. Made bare.
bēard, n. Hair on the chin.
bile, n. Secretions of the liver.
boil, n. A tumor; (*v. t.*) to seethe.

LESSON 204.

Words Requiring Careful Discrimination.

"Perish policy and cunning;
 Perish all that fears the light;
 Whether losing, whether winning,
 Trust in God and do the right."

bōd'-lċe, n. A kind of quilted waistcoat with stays, for women.
bōd'-lēg, n. Plural of *body*.
boy, n. A male child.
buōy, n. A floating cask.
brān, n. Coarse part of grain.
brānd, n. A mark made by a hot iron.

būrst, v. t. To break open by force.
būst, n. A piece of statuary.
eām, n. A part of a machine.
eālm, a. Quiet.
eār'-ol, n. A song of joy.
eōr'-al, n. Insects and their shells found in the sea, composed almost purely of carbonate of lime.

cāst'-er, n. A small wheel on which furniture is rolled.

cās'-tor, n. A substance of a strong smell and bitter taste.

chānce, n. An event happening without any assigned cause.

chānts, v. i. Sings.

elōge, v. i. To shut.

elōthes, n. Garments.

eōn'-fi-dent, a. Bold; positive.

eōn-fi-dānt', n. A confidential or bosom friend.

LESSON 205.

Words Requiring Careful Discrimination.

Virtuous and vicious every man must be,
Few in the extreme, but all in the degree;
The rogue and fool by fits is fair and wise;
And even the best, by fits, what they despise.—*Pope.*

cāch, v. i. To seize; to lay hold of.

kēch, n. A kind of boat.

dōf'-er-en-ge, n. Respect for others.

dif'-fer-en-ge, n. Disagreement; mark of distinction.

dēnse, a. Close; compact.

dēnts, n. Marks; small hollows.

de-sēnt', n. A coming down.

dīs-sēnt', n. Difference of opinion.

de-gērt', n. Merit; worth.

dēg-gērt', n. The last course at the table; pastry, fruits and sweetmeats.

de-vise', v. i. To contrive; to bequeath.

de-vise', n. Trick.

dī'-vers, a. Several; various.

dī-vērse', a. Different in kind.

ēm'-i-nent, a. Exalted in rank.

īm'-mi-nent, a. Threatening evil.

e-rūp'-tion, n. A breaking forth.

īr-rūp'-tion, n. A bursting in.

e-mērgē', v. i. To rise out of a fluid.

īm-mērgē', v. i. To plunge into a fluid.

LESSON 206.

Words Requiring Careful Discrimination.

"He who never changed any of his opinions never corrected any of his mistakes; and he who was never wise enough to find out any mistakes in himself, will not be charitable enough to excuse what he reckons mistakes in others."

fālse, a. Untrue.

fāults, n. Errors.

fā'-ther, n. Male parent.

fār'-ther, adv. More remotely; beyond.

fār, a. Distant.

fūr, n. Short, thick hair.

fēll'-er, n. One who fells or knocks down.

fēl'-low, n. An individual.

fīrst, a. Foremost; earliest.

fūst, n. Mustiness.

fīsh'-er, n. One who catches fish.

fīs'-sure (fīsh'-ūr), n. A cleft; a chasm.

fōrm'-al-ly, adv. With ceremony.

fōr'-mer-ly, adv. In earlier time.

gānt'-let, n. A military punishment.

gāunt'-let, n. An iron glove.

hāl'-low, v. i. To keep sacred.

hōl'-low, n. A low place.

hā'-lō, n. A circle of light.

hāl'-lō', n. A shout; a call.

LESSON 207.

Words Requiring Careful Discrimination.

"There is no greater obstacle in the way of success in life, than trusting for something to turn up, instead of going to work and turning up something."

hāsh, n. Minced meat and vegetables.
hārsh, a. Austere; abusive.
hūff, n. A swell of anger or pride.
hōōf, n. Hard part of an animal's foot.
jēst, n. A joke.
jūst, a. Upright; honest.
lēast, a. The smallest.
lēst, conj. For fear that.
lēav'-en, n. Yeast.
e-lēv'-en, a. One more than ten.
lie, v. i. To rest on a bed or couch.
lāy, v. t. To put down.

light'-ning, n. A flash in the clouds, of electric light.
light'-en-ing, v. t. Making lighter.
line, n. A slender chord.
loin, n. A part of the body.
lin'-i-ment, n. A soft or liquid ointment.
lin'-e-a-ment, n. Outline; feature.
lōōse, v. t. To untie, or unbind.
lēse, v. t. To cause to part with unintentionally.

LESSON 208.

Words Requiring Careful Discrimination.

The purest treasure mortal times afford,
 Is spotless reputation : that away,
 Men are but gilded loam, or painted clay.—*Shakespeare.*

newg, n. Tidings.
nōōse, n. A slip knot.
ōff, adv. Away from.
ōf (ōv), prep. Proceeding from.
pās'-tor, n. Minister of a church.
pās'-ture, n. Land used for grazing.
pā'-tiençe, n. Calmness.
pā'-tlents (-shents), n. Those who are sick.
phāge, n. That which is exhibited to the eye.
fāçe, n. Cast of features; surface of a thing.

pil'-lar, n. A column.
pil'-low, n. A cushion for the head.
pint, n. Half a quart.
point, n. The sharp end of anything.
pōr'-tion, n. A part.
pō'-tion, n. A dose.
prēs'-ençe, n. Nearness.
prēs'-ents, n. Gifts.
prīnçe, n. A king's son.
prints, n. Impressions.

LESSON 209.

Words Requiring Careful Discrimination.

Dost thou love life, then do not squander time, for that is the stuff life is made of.—*Benjamin Franklin.*

quay (kē), *n.* A bank formed on the side of a river for loading and unloading vessels.

kēy, *n.* That which opens or shuts a lock.

rinse, *v. t.* To cleanse with water.

rēnts, *n.* Yearly income; tearings.

sew'-er (sū'-er), *n.* A drain or passage to carry off filth and water under ground.

sew'-er (sō'-er), *n.* One who sews or uses the needle.

stāt'-he, *n.* An image.

stāt'-h're, *n.* Height.

stāt'-h'te, *n.* A law.

spē'-cīe (-shy), *n.* Hard money.

spē'-cīēs, *n.* A kind; variety.

spē'-cīōūs (-shūs), *a.* Apparently right.

stūn, *v. t.* To make insensible.

stōne, *n.* A piece of rock.

tōad, *n.* A reptile.

tōwed, *v. t.* Dragged through the water by means of a rope.

tow'-er, *n.* A high building.

tōur, *n.* A long journey.

wōrst'-ed (wūst'-ed), *n.* A well-twisted yarn.

wōrst'-ed (wūrst'-), *v. t.* Defeated; overthrown.

LESSON 210.

MISCELLANEOUS.

Man lives apart but not alone;
He walks amid his peers unread;
The best of thoughts that he hath known,
For lack of listeners are never said.—*Jean Ingelow.*

trāns-pār'-en-cy, *n.* Clearness.

trēas'-h're, *n.* That which is very much valued.

trē'-mor or **trēm'-or**, *n.* An involuntary trembling.

tryst, *n.* An appointed place of meeting.

twink'-le, *v. i.* To flash at intervals.

tŷp'-le-al, *a.* Emblematic.

ū'-nī-fōrm, *a.* Conforming to one rule or mode.

ū-nīque' (-nēek'), *a.* Odd; without like or equal.

ū'-nī-sōn, *n.* Harmony; union.

ū-nī-vēr'-sal, *a.* Unlimited.

ūr'-gen-cy, *n.* Pressure of necessity.

ū'-till-ize, *v. i.* To make use of.

vā'-ri-a-ble, *a.* Changeable.

va-rī'-e-ty, *n.* A varied assortment.

vēn'-tī-lāte, *v. t.* To furnish supplies of fresh air.

vēn'-tur-ous, *a.* Fearless; daring.

vēr'-dan-cy, *n.* Inexperience.

vī-çlīn'-i-tŷ, *n.* Nearness.

vo-eā'-tion, *n.* Trade; occupation.

wrēs'-tle, *n.* A struggle between two, to see which will throw the other down.

LESSON 211.

PERTAINING TO THE CITY.

"List to the city's gaunt, thunderous roar,
Calling and calling for you evermore."

al'-der-man, n. An officer of a city,
next below a mayor in rank.

al'-ley, n. A narrow walk or passage.

al-lot'-ment, n. That which is allotted.

al'-ue-dūet (āk'-wē-), n. An artificial
channel for conveying water, espe-
cially in large cities.

ar-cāde', n. A long, arched building,
lined on each side with shops.

av'-e-nūe, n. A wide street.

ca-fē' (kāf-ā'), n. A coffee house.

ca-sī'-no, n. A building used for social
meetings, having rooms for public
amusement.

found'-ry, n. A building arranged for
casting metals.

gym-rā'-sī-um, n. A place for ath-
letic exercise.

hy'-drant, n. A pipe where water may
be drawn from the mains of an aque-
duct.

lo-cāl'-i-ty, n. Geographical place or
situation.

mān-ū-fāc'-to-ry, n. A house or place
where anything is manufactured; a
factory.

māy'-or, n. The chief officer of a city.

mu-ni-c'-i-pal, a. Pertaining to a cor-
poration or a city.

ôr'-dī-nançe, n. A rule established by
authority.

po-liçe', n. A body of civil officers
who preserve good order and enforce
the laws.

rēs-er-vôir' (-vwôr'), n. The place
where water is collected to supply
the city by means of aqueducts.

rēs-tau-rānt, n. An eating house.

sūb'-ūrb, n. An outlying part of a
town or city; a smaller place immedi-
ately adjacent to a city.

LESSON 212.

DICTATION EXERCISE.

Here in the city I ponder, through its long pathways I wander.

These are the spires that were gleaming

All through my juvenile dreaming,

When in the old country school house, I conned

Legends of life in the broad world beyond—

Ever I longed for the walls and the streets,

And the rich conflict that energy meets!

So I have come: but the city is great,

Bearing me down like a brute with its weight.

So I have come: but the city is cold,

And I am lonelier now than of old.—*Carleton.*

LESSON 213.

Some Cities of the U. S. with more than 20,000 Inhabitants.

Life, like some cities, is full of blind alleys, leading nowhere; the great art is to keep out of them.—*Bovee.*

	Census of 1900.		Census of 1900.
Äk'-ron, <i>Ohio</i>	42,728	Bing'-ham-tön, <i>N. Y.</i>	39,647
Äl'-le-ghé-ny, <i>Pa.</i>	129,896	Bir'-ming-ham (-üm), <i>Ala.</i> . .	38,415
Äl-too'-nä, <i>Pa.</i>	38,973	Blööm'-ing-ton, <i>Ill.</i>	23,286
Ät-län'-tie City, <i>N. J.</i>	27,835	Bridge'-pört, <i>Conn.</i>	70,996
Äu'-bärn, <i>N. Y.</i>	30,345	Bröök'-län, <i>N. Y.</i> (Borough) .	1,166,582
Äu-güs'-tä, <i>Ga.</i>	39,441	Büf'-fa-lo, <i>N. Y.</i>	352,387
Äu-rö'-rä, <i>Ill.</i>	24,147	Bär'-ling-tön, <i>Iowa</i>	23,201
Bäl'-ti-möre, <i>Md.</i>	508,957	Bütte, <i>Mont.</i>	30,470
Bäy' Çit-y, <i>Mich.</i>	27,628	Çäm'-bridge, <i>Mass.</i>	91,886
Bäy-ünne', <i>N. J.</i>	32,722	Çäm'-den, <i>N. J.</i>	75,935

LESSON 214.

Some Cities of the U. S. with more than 20,000 Inhabitants.

There is no solitude more dreadful for a stranger, an isolated man, than a great city. So many thousands of men and not one friend.—*Boiste.*

Çän'-ton, <i>Ohio</i>	30,667	Çöv'-ing-tön, <i>Ky.</i>	42,938
Çä-dar Bäp'-ids, <i>Iowa</i>	25,656	Çö-höes', <i>N. Y.</i>	23,910
Çhät-ta-nöo'-gå, <i>Tenn.</i>	32,490	Çoun'-çil Bluffs, <i>Iowa</i>	25,802
Çhél'-sëa, <i>Mass.</i>	34,072	Däl'-las, <i>Texas</i>	42,638
Çhës'-ter, <i>Pa.</i>	33,988	Däy'-tön, <i>Ohio</i>	85,333
Çhí-eg'-go (she-kaw'-go), <i>Ill.</i>	1,698,575	Däv'-en-pört, <i>Iowa</i>	35,254
Çin-çin-nät'-I, <i>Ohio</i>	325,902	De-çä'-tur, <i>Ill.</i>	20,754
Çlöve'-land, <i>Ohio</i>	381,768	De-troit', <i>Mich.</i>	285,704
Çlín'-ton, <i>Iowa</i>	22,698	Du-büque', <i>Iowa</i>	36,297
Çöl-o-rä'-do Springs, <i>Colo.</i> . .	21,085	East'-on, <i>Pa.</i>	25,238

LESSON 215.

Some Cities of the U. S. with more than 20,000 Inhabitants.

Cities have always been the fireplaces of civilization, whence light and heat radiated out into the dark, cold world.—*Theodore Parker.*

El'-gin, <i>Ill.</i>	22,423	Gäl'-ves-tön, <i>Texas</i>	37,789
E-liz'-a-beth, <i>N. J.</i>	52,130	Glöuces'-ter (glös'-ter), <i>Mass.</i>	26,121
El-mí'-rä, <i>N. Y.</i>	35,672	Gränd Bäp'-ids, <i>Mich.</i>	87,565
El'-rie, <i>Pa.</i>	52,733	Häm'-il-ton, <i>Ohio</i>	23,914
Ev'-ang-ville, <i>Ind.</i>	59,007	Hä'-ver-hill (hä'-ver-il), <i>Mass.</i>	37,175
Ev'-er-ett, <i>Mass.</i>	24,336	Hö'-bo-ken, <i>N. J.</i>	59,364
Fäll' Riv-er, <i>Mass.</i>	104,863	Höl'-yöke, <i>Mass.</i>	45,712
Fitch'-bürg, <i>Mass.</i>	31,531	Hou's'-ton, <i>Texas</i>	44,633
Fört Wäyne', <i>Ind.</i>	45,115	Jäek'-son, <i>Mich.</i>	25,180
Fört Werth, <i>Texas</i>	26,688	Jäek'-son-ville, <i>Fla.</i>	28,429

LESSON 216.

Some Cities of the U. S. with more than 20,000 Inhabitants.

He who imagines he can do without the world deceives himself much; but he who fancies the world cannot do without him is still more mistaken.—*Roche foucauld.*

Jāmes'town, <i>N. Y.</i>	22,892	Lěw'-is-ton, <i>Me.</i>	23,761
Jér'-sey Cít-ý, <i>N. J.</i>	206,433	Lěx'-ing-ton, <i>Ky.</i>	26,369
Kāl-a-mā-xōv', <i>Mich.</i>	24,404	Lōs Ān'-gel-es, <i>Calif.</i>	102,479
Kān'-sas Cít-ý, <i>Mo.</i>	163,752	Lōw'-ell, <i>Mass.</i>	94,969
Kings'-ton, <i>N. Y.</i>	24,535	Lqu'-is-ville (lōv'-is-ville), <i>Ky.</i>	204,731
Knōx'-ville, <i>Tenn.</i>	32,637	Lýnn, <i>Mass.</i>	68,513
Lā Crosse', <i>Wis.</i>	28,895	Mac Kēeg'-pōrt, <i>Pa.</i>	34,227
Lāne'-as-ter, <i>Pa.</i>	41,459	Mā'-eón, <i>Ga.</i>	23,272
Lq̄w'-rençe, <i>Mass.</i>	62,559	Māl'-den, <i>Mass.</i>	33,664
Lěav'-en-worth, <i>Kan.</i>	20,735	Mān'-ches-ter, <i>N. H.</i>	56,987

LESSON 217.

Some Cities of the U. S. with more than 20,000 Inhabitants.

The axis of the earth sticks out visibly through the centre of each and every town or city.—*O. W. Holmes.*

Mēm'-phis, <i>Tenn.</i>	102,320	New'-burg, <i>N. Y.</i>	24,943
Mil-wan'-kee, <i>Wis.</i>	285,315	New'-cas-tle, <i>Pa.</i>	28,339
Mín-ne-āp'-o-lis, <i>Minn.</i>	202,718	New Hā'-ven, <i>Conn.</i>	108,027
Mō-bīle', <i>Ala.</i>	38,469	New Ōr'-le-ang, <i>La.</i>	287,104
Mūn'-cīe, <i>Ind.</i>	20,942	New'-ton, <i>Mass.</i>	33,587
Mūs-ke'-gon, <i>Mich.</i>	20,818	New Yōrk', <i>N. Y.</i>	3,437,202
Nāsh'-ū-ā, <i>N. H.</i>	23,898	Nōr'-folk, <i>Va.</i>	46,624
New'-ark, <i>N. J.</i>	246,070	Nōr'-ris-town, <i>Pa.</i>	22,265
New Bēd'-ford, <i>Mass.</i>	62,442	North Ad'-ams, <i>Mass.</i>	24,200
New Briť'-ain, <i>Conn.</i>	25,998	Ōak'-land, <i>Calif.</i>	66,960

LESSON 218.

Some Cities of the U. S. with more than 20,000 Inhabitants.

Tower'd cities please us then,
And the busy hum of men.—*Milton.*

Ō'-ma-hq, <i>Neb.</i>	102,555	Pitts'-būrg, <i>Pa.</i>	321,616
Ōr'-ange, <i>N. J.</i>	24,141	Pōrt'-land, <i>Me.</i>	50,145
Ōsh'-kōsh, <i>Wis.</i>	28,284	Pōugh-keep'-sie (pō-klp'-), <i>N. Y.</i>	24,029
Ōs-wē'-go, <i>N. Y.</i>	22,199	Pu-eb'-lo (pwēb'-lō), <i>Colo.</i>	28,157
Pās-sā'-le, <i>N. J.</i>	27,777	Quín'-ey, <i>Ill.</i>	36,282
Pāt'-er-són, <i>N. J.</i>	105,171	Ra-cīne', <i>Wis.</i>	29,102
Pq̄w'-tūck'-et, <i>R. I.</i>	39,231	Rēad'-ing, <i>Pa.</i>	78,961
Pe-ō'-ri-ā, <i>Ill.</i>	56,100	Rō-a-nōke', <i>Va.</i>	21,495
Pē'-ters-burg, <i>Va.</i>	21,810	Rōck'-fōrd, <i>Ill.</i>	31,051
Phil-a-dēl'-phi-ā, <i>Pa.</i>	1,293,697	Rōck'-es-ter, <i>N. Y.</i>	162,608

LESSON 219.

Some Cities of the U. S. with more than 20,000 Inhabitants.

"Ill fares the land, to hastening ills a prey,
Where wealth accumulates, and men decay."

Săg'-l-năw, <i>Mich.</i>	42,345	She-boy'-gan, <i>Wis.</i>	22,962
Săint Jō'-seph, <i>Mo.</i>	102,979	Shên-au-dō'-ah, <i>Va.</i>	20,321
Să'-lem, <i>Mass.</i>	35,956	Sigux' Çit'-y, <i>Iowa.</i>	33,111
Săn Ān-tō'-ni-ō, <i>Texas.</i>	53,321	Sôm'-er-ville, <i>Mass.</i>	61,643
Săn Frân-çis'-eō, <i>Calif.</i>	342,782	South Bënd', <i>Ind.</i>	35,999
San Jose (ho-să'), <i>Calif.</i>	21,500	Spō-kāne', <i>Wash.</i>	36,848
Sa-văn'-nâh, <i>Ga.</i>	54,244	St. Lqu'-ls (lōō'-ls), <i>Mo.</i>	575,238
Sehē-nēe'-ta-dy, <i>N. Y.</i>	31,682	Su-pē'-ri-or, <i>Wis.</i>	31,091
Serăn'-ton, <i>Pa.</i>	102,026	Syr'-a-ñse, <i>N. Y.</i>	108,374
Se-ăt'-tle, <i>Wash.</i>	80,671	Tă-eō'-mă, <i>Wash.</i>	37,714

LESSON 220.

Some Cities of the U. S. with more than 20,000 Inhabitants.

If you would know and not be known, live in a city.—*Colton.*

Tăun'-ton, <i>Mass.</i>	31,036	Wich'-i-tă, <i>Kan.</i>	24,671
Těr'-re Haute (hōt), <i>Ind.</i>	36,673	Will'-iams-pōrt, <i>Pa.</i>	28,757
To-lē'-do, <i>Ohio.</i>	131,822	Wilkes'-băr-re (-rī), <i>Pa.</i>	51,721
Troy, <i>N. Y.</i>	60,651	Wil'-mīng-tōn, <i>Del.</i>	76,508
Ū'-ti-că, <i>N. Y.</i>	56,383	Wōōn-sōek'-et, <i>R. I.</i>	28,204
Wă'-eo, <i>Texas.</i>	20,686	Worces'-ter (wōōs'-ter), <i>Mass.</i> . .	118,421
Wăł'-thăm, <i>Mass.</i>	23,481	Yōnk'-erg, <i>N. Y.</i>	47,931
Wă'-ter-bur-y (-bēr-ry), <i>Conn.</i> .	45,859	Yōrk, <i>Pa.</i>	33,708
Wă'-ter-town, <i>N. Y.</i>	21,696	Yōūngs'-town, <i>Ohio.</i>	44,885
West Ho-bō'-ken, <i>N. J.</i>	23,094	Zăneš'-ville, <i>Ohio.</i>	23,538

LESSON 221.

STATES AND TERRITORIES.

One flag, one land, one heart, one hand,
One Nation, evermore!—*O. W. Holmes.*

STATE OR TERRITORY.	SQ. MILES.	CAPITAL.	CENSUS OF 1900.
Āl-a-bă'-mă, <i>Ala.</i>	51,540	Mōnt-góm'-e-ry	30,346
A-lăš'-kă Ter., <i>Alaska Ter.</i>	531,409	Sit'-kă	1,396
Ar-i-zō'-nă, <i>Ariz.</i>	113,929	Phoē'-nix	5,544
Ār'-kan-săš (-săw), <i>Ark.</i>	53,845	Lit'-tle Rōck	38,307
Ĉăl-i-fōr'-ni-ă, <i>Calif.</i>	155,980	Săe-ra-mēn'-to	29,282
Ĉöl-o-ră'-do, <i>Colo.</i>	103,845	Dēn'-ver	133,859
Ĉōn-nēct'-i-ēnt, <i>Conn. or Ct.</i>	4,845	Hărt'-ford	79,850
Dēł'-a-ware, <i>Del.</i>	1,950	Dō'-ver	3,329
Flōr'-i-dă, <i>Fla.</i>	59,268	Tăł-la-hăš'-see	2,981
Ĝeōr'-gi-ă, <i>Ga.</i>	58,980	Āt-lăn'-tă	89,878

LESSON 222.

States and Territories.

America — the home of the homeless all over the earth! — *Street.*

STATE OR TERRITORY.	SQ. MILES.	CAPITAL.	CENSUS OF 1900.
I'-da-hō, <i>Idaho</i>	84,290 . .	Boise' Cít-ý (bwah-zā')	5,957
Il-li-nois' (or noi'), <i>Ill.</i>	56,000 . .	Spring'-fēld	34,159
Īn-dī-ān'-ā, <i>Ind.</i>	35,910 . .	Īn-dī-a-nāp'-o-lis	169,164
Īn'-dian Ter. (Ind'-yan), <i>Ind. Ter.</i>	65,304 . .	Tah'-le-quah	1,482
I'-o-wā, <i>Iowa</i> or <i>Ia.</i>	55,470 . .	Dēs Moines'	62,139
Kān'-sas, <i>Kan.</i>	81,700 . .	To-pē'-kā	33,608
Kēn-tūck'-y, <i>Ky.</i>	40,000 . .	Frānk'-fort	9,487
Lū-i-ſī-ā'-nā, <i>La.</i>	45,420 . .	Bāt'-ōn Rouge (roozh)	11,269
Māine, <i>Me.</i>	33,056 . .	Au-gūs'-tā	11,683
Mā'-ry-land, <i>Md.</i>	9,860 . .	Ān-nāp'-o-lis	8,402

LESSON 223.

States and Territories.

They love their land, because it is their own,
And scorn to give aught other reason why. — *Halleck.*

STATE OR TERRITORY.	SQ. MILES.	CAPITAL.	CENSUS OF 1900.
Mās-sa-chū'-setts, <i>Mass.</i>	8,040 . .	Bōs'-tōn	560,892
Mīgh'-i-gān, <i>Mich.</i>	57,430 . .	Lān'-sing	16,485
Mīn-ne-sō'-tā, <i>Minn.</i>	79,205 . .	St. Paul'	163,065
Mis-sis-sip'-pi, <i>Miss.</i>	46,340 . .	Jāck'-sōn	7,816
Mīg-sū'-rī, <i>Mo.</i>	68,735 . .	Jēr'-fer-sōn Cít-ý	9,664
Mōn-tē'-nā, <i>Mont.</i>	145,310 . .	Hēl'-e-nā	10,770
Ne-brās'-kā, <i>Neb.</i>	76,185 . .	Līn'-cōln	40,169
Ne-vā'-dā, <i>Nev.</i>	109,740 . .	Čār'-sōn Cít-ý	2,100
New Hāmp'-shire, <i>N. H.</i>	9,005 . .	Čōn'-cōrd	19,632
New Jēr'-sey, <i>N. J.</i>	7,455 . .	Trēn'-tōn	73,307

LESSON 224.

States and Territories.

Teach erring man to spurn the rage of gain
Teach him, that States, of native strength possessed,
Though very poor, may still be very blessed. — *Goldsmith.*

STATE OR TERRITORY.	SQ. MILES.	CAPITAL.	CENSUS OF 1900.
New Mēx'-i-co Ter., <i>N. Mex. Ter.</i>	122,000 . .	Sān-ta Fe'	5,603
New Yōrk', <i>N. Y.</i>	47,620 . .	Al'-ba-ny	94,151
Nōrth Čār-o-lī'-na, <i>N. C.</i>	52,240 . .	Rāl'-eigh	13,643
North Da-kō'-tā, <i>N. Dak.</i>	75,000 . .	Bis'-mārek	3,319
Ō-hī'-o, <i>O.</i>	40,760 . .	Čo-lūm'-būs	25,560
Ōk-la-hō'-mā, <i>Okla.</i>	4,687 . .	Gūth'-rie	10,006
Ōr'-e-gōn, <i>Or.</i>	94,560 . .	Sā'-lem	4,258
Pēnn-syl'-vā'-nī-ā, <i>Pa.</i>	44,985 . .	Hār'-ris-būrg	50,167
Rhōde Isl'-and, <i>R. I.</i>	1,088 . .	{ Prōv'-i-denče	175,597
		{ New'-pōrt	22,034
South Čār-o-lī'-nā, <i>S. C.</i>	30,170 . .	Čo-lūm'-bl-ā	21,108

LESSON 225.

States and Territories.

"What constitutes a State?

Not high raised battlements or labored mound,

Not cities proud with spires and turrets crowned

No; men, high-minded men."

STATE OR TERRITORY.	SQ. MILES.	CAPITAL.	CENSUS OF 1900.
South Da-kō'-tā, <i>S. Dak.</i>	76,620	Pierre (pē-ar')	2,306
Tēn-nes-sēe', <i>Tenn.</i>	41,750	Nāsh'-ville	80,865
Tēx'-as, <i>Tex.</i>	265,780	Aus'-tin	22,258
Ū'-tah, <i>Utah</i>	82,190	Salt Lake Cit'-y	53,531
Vēr-mōnt', <i>Vt.</i>	9,136	Mōnt-pē'-lier	6,266
Vir-gin'-i-ā, <i>Va.</i>	40,125	Rich'-mond	85,050
Wash'-ing-tōn, <i>Wash.</i>	66,880	Ō-līm'-pi-ā	4,082
Wēst Vir-gin'-i-ā, <i>W. Va.</i>	24,645	Chārles'-ton	11,099
Wis-eōn'-sin, <i>Wis.</i>	54,450	Mād'-i-son	19,164
Wŷ-ō'-mīng, <i>Wyo.</i>	97,575	Chey-ēnne' (shi-ēn')	14,087

LESSON 226.

LARGEST CITIES OF THE WORLD.

There is such a difference between the pursuits of men in great cities that one part of the inhabitants live to little other purpose than to wonder at the rest.—*Johnson.*

CITY.	COUNTRY.	POPULATION.
Ām'-stēr-dam,	Hōl'-land	512,953
Ānt'-wērp,	Bēl'-gi-um	277,576
Bāng-kōk',	Sī-am' (estimated)	250,000
Bār-çē-lō'-nā (or bār-tha-),	Spāin	272,481
Bēl'-fāst',	Irē'-lānd	255,950
Bēr'-lin (or bēr'-lēen),	Prūs'-si-a (prüsh'-i-a)	1,843,000
Bir'-mīng-ham,	Eng'-land (ing'-)	478,113
Bom-bāy',	In'-dī-a	821,764
Bōr-deaux' (-dō'),	France	256,906
Brād'-ford,	Eng'-land	216,361
Bres'-lau,	Prūs'-si-a	373,169
Brūs'-sels,	Bēl'-gi-um	561,130
Bū-cha-rēst',	Rou-mā'-ni-a	232,000
Bu'-dā-pēsth,	Hun'-ga-ry	505,763
Bue'-nōs Āy'-reg (bō-'),	Ar'-gēn-tine Rē-pūb'-lic, S. A.	663,854
Çai'-ro,	E'-gypt	570,062
Çāl-çūt'-tā,	In'-dī-a	861,764
Çārls'-bād,	Aus'-tri-a	12,000
Çān-tōn',	Chī'-na (estimated)	1,600,000
Ço-lōgne' (-lōn'),	Ger'-ma-ny	321,564

LESSON 227.

Largest Cities of the World.

"Trade's proud empire hastes to swift decay,
As ocean sweeps the labored mole away."

CITY.	COUNTRY.	POPULATION.
Čŕn-stan-tŕ-nŕ-ple,	<i>Tur'-key</i>	873,560
Čo-pŕn-hŕ-gŕn,	<i>Dŕn'-mark</i>	312,859
Drŕg'-den,	<i>Sŕx'-o-ny</i>	336,440
Dŕb'-lin,	<i>Ire'-lŕnd</i>	245,001
Ĕd'-in-burgh (-bŕr-rŕh),	<i>Scot'-land</i>	264,796
Fŕo-Chŕo',	<i>Chi'-na</i>	636,000
Gŕn'-o-ŕ,	<i>It'-a-ly</i>	232,777
Glŕs'-gŕw,	<i>Scot'-land</i>	618,052
Hŕm'-bŕrg,	<i>Ger'-ma-ny</i>	625,552
Ha-vŕn'-ŕ,	<i>Cŕ-ba</i>	200,000
Hei'-del-berĝ,	<i>Ger'-ma-ny</i>	31,737
Ki'-ŕ-to,	<i>Jŕ-pŕn'</i>	353,139
Lŕg'-bŕn,	<i>Pŕt'-u-gal</i>	301,206
Lŕsle (lŕel),	<i>Franĝe</i>	216,276
Lŕv'-er-pŕŕl,	<i>Eng'-land</i>	517,980
Lŕn'-dŕn,	<i>Eng'-land</i>	4,211,056
Lŕek'-now,	<i>In'-dŕ-a</i>	273,028
Lŕ-ŕng,	<i>Franĝe</i>	466,028
Mŕd'-rŕd',	<i>Spŕin</i>	470,283
Mŕn'-ches-ter,	<i>Eng'-land</i>	505,368

LESSON 228.

Largest Cities of the World.

The city is an epitome of the social world. All the belts of civilization intersect along its avenues and it contains the products of every moral zone.—*Chapin.*

CITY.	COUNTRY.	POPULATION.
Mŕr-sŕlles' (mŕr-sŕls'),	<i>Franĝe</i>	442,239
Mŕl'-boŕrne,	<i>Aus-trŕ-lŕ-a</i>	490,900
Mŕl'-an or Mŕ-lŕn'	<i>It'-a-ly</i>	481,297
Mŕs'-ŕŕw,	<i>Rŕs'-si-a (rŕsh'-ŕ-a)</i>	988,614
Mŕ-nŕeh,	<i>Ba-vŕ-rŕ-a</i>	407,307
Nŕ'-ples,	<i>It'-a-ly</i>	540,393
Nŕt'-ting-ham,	<i>Eng'-land</i>	213,877
Ő-dŕs'-sŕ,	<i>Rŕs'-si-a</i>	405,041
Pŕr'-is,	<i>Franĝe</i>	2,536,834
Pŕ-kŕng or Pŕ-kŕn',	<i>Chi'-na</i> (estimated)	1,000,000
Rŕ-ŕ Ja-nŕl'-rŕ,	<i>Bra-zil'</i>	522,651
Shŕng'-hŕl or Shŕng'-hi,	<i>Chi'-na</i> (estimated)	380,000
Shŕf'-fŕld,	<i>Eng'-land</i>	324,243

CITY.	COUNTRY.	POPULATION.
Stöck'-holm,	Swē'-den	295,789
St. Pē'-terg-bûrg,	Rûs'-sî-a	1,267,023
Sýd'-neý,	Aus-trā'-lî-a	383,390
Tō'-ky-ō,	Jā'-pān'	1,452,564
Tū'-rîn or Tū'-rîn',	It'-a-ly	355,800
Vi-ēn'-nâ,	Aus-trî'-a	1,364,548
Wâr'-saw,	Pō'-lând	638,209

LESSON 229.

MONTHS AND DAYS.

"A life of sober week days, with a solemn Sabbath at their close."

Jān'-u-a-ry,	Jan.	De-çēm' ber,	Dec.
Fēb'-ru-a-ry,	Feb.	Sūn'-day,	Sun.
Mārch,	Mar.	Mōn'-day,	Mon.
Ā'-prîl,	Apr.	Tūes'-day,	Tues.
Māy,	May.	Wēdnes'-day (wēnz'-dý),	Wed.
Jūne,	June.	Thūrs'-day,	Thurs.
Ju-lý,	July.	Fri'-day,	Fri.
Ān'-gúst,	Aug.	Sāt'-ur-day,	Sat.
Sēp-tē'm'-ber,	Sept.	Chro-nōl'-o-gy, <i>n.</i> The science which	
Ōe-tō'-ber,	Oct.	treats of measuring or computing	
No-vēm'-ber,	Nov.	time by regular divisions or periods.	

LESSON 230.

DICTATION EXERCISE.

Remorseless Time!

Fierce spirit of the glass and scythe! What power
 Can stay him in his silent course, or melt
 His iron heart to pity! On, still on,
 He presses, and forever. The proud bird,
 The condor of the Andes, that can soar
 Through heaven's unfathomable depths, or brave
 The fury of the northern hurricane,
 And bathe his plumage in the thunder's home,
 Furls his broad wing at nightfall, and sinks down
 To rest upon his mountain crag; but Time
 Knows not the weight of sleep or weariness,
 And Night's deep darkness has no chain to bind
 His rushing pinion.
 Time the tomb-builder, holds his fierce career,
 Dark, stern, all pitiless, and pauses not
 Amid the mighty wrecks that strew his path,
 To sit and muse, like other conquerors,
 Upon the fearful ruin he hath wrought.—*Geo. D. Prentiss.*

PRACTICAL LETTER WRITING.

A TEXT BOOK

Giving complete information regarding the construction, forms, punctuation, and uses of the different kinds of letters; also the correct forms and uses of notes and cards; together with exercises for practice.

Designed for use in all schools giving instruction in this important subject, and also as

A REFERENCE BOOK

For everybody who ever has occasion to write letters.



1904

TABLE OF CONTENTS.

	Page
PREFACE	121
INTRODUCTION	123
LETTERS	125
MATERIALS.....	128
HEADING OF LETTERS	129
MODELS OF HEADING	129
INTRODUCTION TO LETTERS	132
MODELS OF INTRODUCTION ..	134
BODY OF LETTERS.....	137
CONCLUSION OF LETTERS.....	138
MODELS OF CONCLUSION	142
FOLDING	143
THE SUPERSSCRIPTION.....	146
MODELS OF SUPERSSCRIPTION	147
THE STAMP	151
THINGS TO KNOW ABOUT OUR POSTAL SYSTEM.....	152
THE POST OFFICE DEPARTMENT	154
SOME DON'TS	157
DICTION AND CONSTRUCTION	158
THE RIGHT WORD	160
CAPITALS.....	172
PUNCTUATION	174
MISCELLANEOUS HINTS.....	185
LETTERS OF INTRODUCTION	194
LETTERS OF APPLICATION	195
LETTERS OF CREDIT	196
LETTERS OF RECOMMENDATION	197
LETTERS ACKNOWLEDGING RECEIPT OF MONEY	198
LETTERS ORDERING GOODS.....	199
LETTERS ENCLOSING A REMITTANCE	200
LETTERS ENCLOSING INVOICE.....	204
PUBLIC LETTERS	204
LETTERS OF CONGRATULATION	205
LETTERS OF CONDOLENCE.....	205
TELEGRAMS	207
ADVERTISING.....	209
NOTES AND CARDS	209
WEDDING INVITATIONS.....	210
DINNERS.....	212
PARTIES.....	212
ACCEPTANCES AND REGRETS.....	213
CARDS	214
TITLES	216
GENERAL POSTAL INFORMATION.....	221
TO STENOGRAPHERS.....	223
CLASSIFICATION OF TITLES	228
FORMS OF ADDRESS AND SALUTATION	233
CATHOLIC TITLES AND FORMS.....	237
CATHOLIC ABBREVIATIONS.....	241
CLASSIFIED LIST OF ABBREVIATIONS.....	243
EXERCISES ...	245
INDEX.....	25c

PREFACE.

NO ARGUMENT is necessary to show that a text-book on correspondence is needed. The average student can solve difficult arithmetical problems, analyze 'Paradise Lost,' or read Greek, before he knows the requirements of an ordinary business letter. Much of the business done at the present day is by correspondence, and the only writing that many persons do is comprised in their letters. One's habits and abilities are judged by his letters,—and usually correctly. If he writes a well-arranged, neat, business-like letter, he is given credit for possessing like qualities in business. But if his letter is awkwardly worded, slovenly and carelessly written, we conclude he possesses similar traits of character. It is important, therefore, that early training be given in neatness, correct forms, and established customs in writing letters.

The qualifications necessary to enable a person to write a good business or social letter are a fair English education, ready command of language, and good general knowledge of the affairs of life. These may all be acquired if the student does not possess them. To be a good correspondent one must be able to think intelligently, and to display business tact.

Business letters should be clear, concise, and explicit. There should be nothing in them that is defective, superfluous, or ambiguous. To be able to write a good letter is one of the important qualifications of an applicant for a business position. This work is designed to be a school text-book on business letter writing; and, as a book of reference, a complete guide to established rules and usages governing social and official letters, invitations, cards, etc.

The instruction in business letter writing is equally applicable to all other classes of letters. The forms given, and the suggestions concerning social letters, invitations, cards, etc., are sufficient to meet the requirements of most persons.

The forms and illustrations under the various headings clearly show the arrangement of all kinds of letters and how to direct

envelopes. The engraved forms, the explanations, and the instruction, will enable students, it is hoped, to write good original letters, ability which they would never acquire by merely copying the letters given in most books on letter writing. The script models will serve as excellent copies in the development of neat, plain, and beautiful penmanship.

To the Teacher.—The exercises to be prepared by students should be neatly and carefully written and systematically arranged. The letters should be written and folded, and the envelopes directed, exactly as if they were to be mailed. This should be insisted upon by the teacher. No untidy or careless work should be accepted, and pupils should be required to adhere to the forms prescribed for the various letters.

The exercises and letters written by students should be carefully corrected and returned to them. The teacher should require students to rewrite and return to him letters containing many errors. One letter a week or month from each student may be preserved to show his progress. Such errors as come from carelessness rather than from a lack of knowledge should not be tolerated. Nothing short of the best a student can do should be accepted.

To suggest methods of making errors, we give, with a series of lessons, a corrected letter. The teacher may add to the interest and value of the lessons by occasionally reading meritorious or faulty letters to the class, pointing out the more common errors, and calling attention to superiority in arrangement and construction.

The student is urged to give to this subject the attention it merits; to study thoroughly the forms and explanations; to follow the instructions given; to write neatly and carefully his letters and exercises; to note corrections and try to avoid the same errors thereafter. We are sure he will be amply rewarded by the knowledge and proficiency thus gained.

INTRODUCTION.

YEARS ago letter writing was a part of the most serious business of life. To many well-informed persons, who had leisure, and whose minds were cultivated, writing long letters was a luxury only equalled by the joy of receiving long letters from distant friends; but in these busy days, the old-fashioned letter is replaced by brief notes, telegrams, or telephonic messages.

Much of the best literature of the world has taken the form of letters. Men were in the habit in the olden days of putting themselves into their letters. Their epistles were not mere records of happenings, events, or expressions of opinion, but, in many instances, a careful reader observing what was between the lines would be able to judge very fairly the true character of his correspondent.

The phrase "Show me the company a man keeps, and I will show you what kind of a man he is," might be supplemented with "Show me the letters a man writes, and I will tell you what manner of man he is."

A letter that is worth writing, is worth writing carefully. A slovenly letter is indicative of a slovenly man, and there is surely no compliment, but rather disrespect, in sending such a letter to one's friends. Do not be afraid to write and re-write until a sentence is as nearly perfect as you can make it. From this practice you will acquire skill in composition. Prominent literary men and women do not allow their compositions to appear in print until they have been re-written, corrected, and improved many times. Charles Darwin's manner of writing was, first, to make a rough copy, then have a fair copy made and corrected, then a new copy made, once more corrected, and sent to the printer; the printer's proofs were then corrected in pencil, reconsidered and written in ink; and then he was glad to have corrections and suggestions from others.

To make writing effective, the ideas to be expressed should be distinct and clear in the mind of the writer. Before writing, one should consider first what to say and next how to say it. He should be interested, also, in the subject about which he writes. It is difficult to say fitting words about anything in which one has no real interest.



CORRECT AND
INCORRECT POSITIONS.

LETTERS.



FLYING over this wide world of ours are millions of white-winged messengers bearing communications from one person to another—written talks upon paper, called letters. The style, length, and form of a letter, are determined by circumstances. Letters to equals and superiors should be respectful ; to inferiors, courteous ; to friends, familiar ; to relatives, affectionate.

“The primary idea of a letter is conversation at a distance. If this be kept in mind, one can scarcely fail to write appropriately, if one can converse properly. A letter may be reserved, dictatorial, or dignified, according to the relations between the writer and the person addressed.”

Letters may be classified as Social, Business, Public, and Miscellaneous.

2. **Social Letters** are letters of sentiment ; and embrace domestic or family letters, letters of affection, introduction, congratulation, condolence, advice, and all letters that are prompted by friendship or love.

3. **Business Letters.**—A business letter is a letter on public, private, or personal business. There are two classes of business letters. A *personal* business letter includes letters of merchants, bankers, manufacturers, and others in connection with their business, either as firms or individuals. An *official* letter is one written by or to a public officer on business pertaining to his office. This class embraces the letters of various officers of a city, state, or nation.

Business letters include all correspondence bearing upon the writer's financial, professional, or official relations to other people. Business, as well as social letters, especially if one read between the lines, show the character of the writer. They may encourage confidence, respect and friendship, or may give an impression that the writer is thinking only of himself in the matter and writes with selfish motives. While the former style would promote business, the latter would rather repel it. Most business letters, without necessarily being written at length, may bear on their face the stamp of candor, honesty, and fairness. Ordinary business letters should be brief,

clear, and pointed. Point is secured by confining the message to the specific business ; brevity, by using the fewest words ; clearness, by the use of simplicity and accuracy of expression. To make these possible one should have good command of the English language ; or he should at least know how to write it correctly. A graceful sentence, full of meaning, appears nowhere to better advantage than in a business letter. It indicates that the writer is clear-headed and capable. On the other hand, an abbreviated, meaningless style of composition suggests disorder, haste, and inefficiency. A poorly written letter may require one or two other letters to explain away its blunders.

4. **Public Letters** embrace communications to newspapers, and reports or essays addressed to some person or persons, but intended for publication. They are letters in form only. Frequently a writer publishes a letter addressed to some prominent person, criticising his actions or opinions, or asking him a number of questions with the view of receiving a published reply. Such a communication is usually called an "open letter."

5. **Letters of Friendship** are those that pass between friends or acquaintances. They should usually be written in the style you would use in talking with your correspondent. Do not allow yourself to drop into a vein of familiarity that you would not use in speaking to the same person. It is the incidents of every-day life, the little things, that make a letter of friendship interesting.

6 **Letters of Courtesy** include invitations, acceptances, regrets, letters of introduction, recommendation, congratulation, and condolence. All such letters are more formal in style than letters of friendship.

7. **Miscellaneous Letters** include those of an unusual character, and that are not elsewhere classified.

The styles and uses of the various kinds of letters are fully explained under appropriate headings, but we shall first examine

The Structure of Letters, which includes Materials, Heading, Introduction, Body, Conclusion, Folding, Envelope, Address, Stamp, etc.

To enable the pupil to recognize readily the component parts of a letter by their names, a skeleton letter is given on the following page.

8.

SKELETON LETTER.

MARGIN.		HEADING.
	ADDRESS.	
	SALUTATION.	
		BODY.
		BODY.
		COMPLIMENTARY CLOSE.
		SIGNATURE.

MATERIALS.

9. **Paper.**—The paper used in letter writing, whether for business or social purposes, should be of good quality; both on account of the better work that can be done with good paper, and because of the impression it makes on one's correspondent. We judge people largely by the surroundings they choose, and the kind of tools with which they work.

Size.—There are so many styles and sizes of paper used for social purposes that one cannot be governed by any fixed standard.

In business, the sizes most used are note paper, about 6 by 9 inches, and letter paper, about 8 by 10 inches.

Color.—White paper is almost universally used in business correspondence, although tinted paper is preferred by some. In social correspondence many different tints are used, and any delicate tint is appropriate. Strong colors should be avoided.

10. **Envelopes.**—The envelopes should correspond with the paper in color, size, and style.

For social letters, an envelope that will admit the paper in one or two convenient folds should be used.

For business letters, use an envelope that is a little larger than the paper after the letter is folded correctly.

The more common sizes used in business are No. 6 ($3\frac{3}{8}$ by 6 inches), and No. 6½ ($3\frac{1}{2}$ by $6\frac{3}{8}$ inches). For official communications, legal documents, etc., use an official envelope—usually about 9 inches long.

11. **Pens.**—Good pens should always be used, as no one can do his best writing with a poor pen. Steel pens are now so inexpensive and of such good quality, that they are almost universally used for all kinds of business and fine writing.

12. **Ink.**—The ink should flow freely and make a fine line. Black ink, or writing fluid, is now used almost exclusively in all kinds of correspondence, and is in much better taste than colored ink; besides, colored inks are liable to fade.

HEADING.

13. **THE HEADING** of a letter embraces the address of the writer and the date. It may occupy one, two, or three lines, according to the length of the address. It should never occupy more than three. The following is the form for an address of one line :

Model 1.

Cleveland, Ohio. Feby 12, 1897.

If writing from a large city, and your local address is not well known to your correspondent, your street number should first be given, after which, the proper order is the city, state, day of the month, and year, as in the following :

Model 2.

*30 East Boulevard,
Detroit, Mich., Nov. 22, 1897.*

If writing from the country, the proper order is the post office, county, state, and date, as follows :

Model 3.

*Vanwert, Queen Co., N. Y.
February 22, 1897.*

In writing from a small place, it is always better to give the name of the *county*: for, when that is on the envelope, it sometimes aids the employes of the post office department in distributing the mail, and may prevent errors or delay in delivery, especially if there are, in the same state, two or more post offices having similar names.

In writing from a well-known school or public institution, it is customary to give its name in the heading of your letter before writing the address and date, in the following order, which form will occupy three lines, unless the address is short :

Model 4.

Michigan University.
Ann Arbor, Mich..
April 4, 1897.

If a letter is written from a department of the state or national government, the name of that department is usually given in the heading of the letter.

When printed letterheads are used, as they are so universally now by business houses, only the date needs to be written in the heading.

When ruled paper is used, the heading should begin on the first line, about the middle of the line for letter paper, and to the left of the middle, if note paper is used.

If the heading embraces two lines, the second line should begin nearly an inch to the right of the first, as in model 2.

This heading may, if preferred, be arranged as follows :

Model 5.

202 Broadway, N. Y.,
November 16, 1897.

If the heading occupy three lines, begin the third as far to the right of the second, as that is to the right of the first, as in Model 4.

On ruled paper, the first line is usually one and one-half to two inches below the top; the heading should begin on this line, or, in the case of a very short letter on ruled or unruled paper, it should be far

enough from the top to make the spaces above the heading and below the signature about equal.

If two or three lines are used for the heading, care should be taken to arrange the divisions of the heading properly on the lines; for instance, in writing '1815 Euclid Ave.,' it should all be on one line; in writing 'Jefferson, Ashtabula County,' it would be incorrect to put 'Ashtabula' on one line, and 'County' on another.

If the address and date are placed at the close of the letter, as is sometimes the case in social correspondence, they should begin on the next line below the signature, near the left of the page, and if occupying more than one line, the parts should be in the same relative position as when written at the beginning of the letter. The following is an illustration of this form:

Model 6.

Your sincere friend,
Ella Manning.
 20 Newell Ave.,
 Argos, Ind., Sept. 3, 1897.

In business letters, the address and date are always written at the top.

14. Punctuation.—The parts of the heading of a letter should be separated by commas, as in the models. These commas mark the divisions between the different parts of the heading. A period should always follow each abbreviation, and be placed at the end of the heading. It is not now customary to write the abbreviations 'th,' 'st' or 'd' after the figures denoting the day of the month, when the year is written. You should write *October 31, 1898*, and not "October 31st, 1898."

In the body of the letter, however, or when the year is not written, these abbreviations must be used; as, 'Yours of the 31st inst.' When the abbreviations are used, they should be written on the line, and not above it.

INTRODUCTION.

15. **THE INTRODUCTION** of a letter embraces the name and address of the party written to, and the salutation. The salutation is the term 'Dear Sir,' 'Madam,' etc. The name of the person addressed should be written on the first line following the heading, beginning the same distance from the left edge of the paper as the full lines in the body of the letter.

16. **Name and Title.**—Some title should be used in the address, either before or after the name. The more common titles are *Miss*, *Mrs.*, *Mr.*, and *Esq.* If a gentleman have no literary, professional, or military title, his name should be preceded by the abbreviation *Mr.*, or followed by *Esq.* Do not use the title 'Esq.' indiscriminately in business letter writing; 'Mr.' is to be preferred. *Mr.* and *Esq.* should never both be used, either in the introduction of the letter or in the direction on the envelope. If you use one, omit the other.

17. **Two or more titles** of courtesy should not be connected with the same name, except in cases like the following: If a married man have a professional or military title prefixed to his name, *Mrs.* may be used before it to designate his wife, as *Mrs. Secretary Blaine*, *Mrs. Doctor Smith*, etc. In writing to a clergyman, whose surname only is known, it is customary to address him as '*Rev. Mr. Brown.*' Two or more professional or literary titles may be used with one name, as *Rev. John Smith, D. D., LL. D.* When titles are so used, they should be written in the order in which they are supposed to have been conferred.

In addressing a firm of gentlemen, the proper title to use is *Messrs.*, (abbreviation for *Messieurs*, French plural of *Mr.*); if young ladies, *Misses*; married or elderly ladies, *Mesdames* (pronounced *Ma-dahn'*). If the firm be composed of ladies and gentlemen, use no title. See page 233 for a full list of correct forms of address and salutation.

18. **The Residence**, following the name, should embrace the full post office address of the person to whom the letter is written, and a business letter should contain the full post office address of the writer as well. It is customary, in business letter writing, to write

the address in full, and not the name only, at the beginning of a letter. The relative position of the lines in the address should be the same as in the heading; viz., each line, after the first, commencing nearly an inch to the right of the beginning of the preceding line.

When the address includes only the name of the city and state, write them upon the second line. If it includes the street number, or some other special direction, write this upon the second line, and the name of the city and state upon the third.

19. **Salutation.**—This is the greeting at the beginning of a letter; the term of affection, respect, or politeness, with which we introduce the letter.

It should immediately follow the heading, or name and address, when given, and precede the body of the letter. The wording depends upon the relation of the writer to the person addressed. The following are the salutations commonly used in business letters, arranged in about the order of their cordiality :

Sir,	Sirs,	Madam,
Dear Sir,	Gentlemen, Dear Sirs,	Dear Madam,
My dear Sir,	My dear Sirs,	My dear Madam,

The salutations employed in addressing one gentleman, are: *Sir*, used in writing to public officials, and in the most formal business letters; *Dear Sir*, the form most used in business; and *My dear Sir*, denoting more familiarity. The proper salutation in addressing a married lady is *Madam*, or *Dear Madam*. There is no similar form of salutation to use in addressing an unmarried lady, therefore the salutation should be omitted, as in Model 8. Write the name and address, then begin the letter. The salutation for a firm of gentlemen, is *Sirs*, *Dear Sirs*, or *Gentlemen*. Never abbreviate *Dear* to "*Dr.*," or *Gentlemen* to "*Gents.*" An almost unlimited number of salutations might be given for social letters, such as *Dear Friend*, *Dear Mother*, *My dear Smith*, *Friend Brown*, *Dear Charlie*, etc.

20. **Position.**—In business letters the address is always written at the beginning of the letter, but in military and official letters, the address is sometimes written at the beginning and sometimes at the close. If the address occupy three lines, the salutation should begin under the initial letter of the second line, as in Model 5, or

under that of the first line, as in Model 6. If the address occupy two lines, the salutation may begin as far to the right of the second line as that begins to the right of the first, as in Model 3, or under the initial letter of the first line, as in Model 4. The former is the better arrangement for a wide sheet of paper, and the latter for a narrow one. If the address occupy but one line, the salutation, or letter, should begin about one inch to the right of the marginal line, as in Model 2, or directly under the ending of the name, if it be short, as in Model 1.

21. **Punctuation.**—A comma should follow each part of the address, and a period should be placed at the end of the whole address, as in the Models.

If a title follow the name, it should be separated from the latter by a comma, and if two or more titles are used, a comma should separate them. Every abbreviation must be followed by a period. The salutation should be followed by a colon or comma; or, if the letter begin on the same line, by a comma and a dash, or a colon and a dash.

22. **Capitals.**—Every important word of the address should be capitalized, and the first letter of the first and last words and of every noun in the salutation should be a capital.

MODELS OF INTRODUCTION.

23. The following forms will show the various ways in which the introduction may be arranged :

Model 1.

Friend Brown:
I was very glad to receive
your kind note, etc.

Model 2.

My dear Irene:
 You must not forget your promise to visit us, etc.

Model 3.

Messrs. N. A. Perry & Co.,
 Auburn, N. Y.
 Gentlemen: - Inclosed, etc.

When the address occupies two lines, the salutation may begin as in Model 3, or under the beginning of the name, as in Model 4, and the body of the letter on the same or the next line.

Model 4.

V. L. Porter, D. D.,
 Richmond, Ind.
 Dear Sir:
 Please send us by return, etc.

Model 5.

Messrs. Adams & Newton,
 14 Republic St.,
 Annandale, Va.
 Gentlemen: - Inclosed find, etc.

Model 6.

Mr. N. P. Andrews,
744 Broadway,
New York.
Dear Sir:—In reply to your favor, etc.

Model 7.

Mrs. Annie Perkins,
Dear Madam:
Accept our best wishes, etc.

This form may be used for social letters. In business letters to married women, adopt the arrangement in any one of Models 3, 4, 5, or 6, writing 'Madam' or 'Dear Madam' for a salutation.

Model 8.

Miss Nina Raymond,
Pemberton, Va.
Your order of the 14th, etc.

Use this form, omitting the salutation, in writing a business letter to an unmarried lady, or the name only, 'Miss Nina Raymond,' may be used, without the post office address.

BODY OF THE LETTER.

24. **THE BODY** of a letter is the communication, exclusive of the heading, introduction, and conclusion.

25. **Beginning.**—The body of the letter should usually begin under the end of the salutation ; but if the address be long, as in Models 3, 5, and 6, it may begin on the same line, in which case a comma and a dash or colon and a dash, should be placed between the salutation and the first word of the letter, with only enough space for the punctuation mark and the dash.

26. **Margin.**—There should always be a blank space on the left side of the page, but none on the right. The width of this margin depends upon the size of the paper. On letter paper, it should be one-half to three-fourths of an inch, and on note paper, about one-fourth of an inch.

The margin should be even.—The habit of writing it so, may be acquired by at first drawing a pencil line where the lines should begin, or using, under the paper on which you are writing, a sheet of paper on which a heavy black line has been ruled. If a pencil line be ruled, it should always be erased after the letter is written, but it is better not to use the pencil line except in practicing.

27. **Paragraphs.**—A letter should be paragraphed the same as other compositions. In dismissing one topic, mark the beginning of the next by a broken line that, catching the reader's eye, prepares him for the change. Do not make too many paragraphs. All paragraphs, excepting the first, should begin as far to the right of the *marginal line* as the latter is to the right of the edge of the paper. The arrangement of paragraphs, excepting the first, should be about the same in written letters as in printed books.

28. **Neatness.**—Never send a letter in which there are blots, erasures, or interlineations; it is better to copy such communications. Blots and erasures are indications of carelessness and of liability to make mistakes. Our correspondents judge us largely by the appearance of our letters, and we should be careful, as far as is in our power, to cultivate and retain their good opinion.

29. **Penmanship.**—No accomplishment can be of greater worth in business than good penmanship. It is an invaluable introduction

to a business place, and often the cause of promotion. While time is required to make one's accomplishments in other lines known, his good penmanship speaks for itself at sight.

The penmanship should be neat, plain, and as rapid as is consistent with these qualities. Avoid flourishes, and write with little or no shade. No one can become a good penman without an effort on his own part, and good handwriting is almost sure to be acquired by those who are willing, persistent, careful, and earnest in their endeavor to attain it. Careful practice will constantly improve one's handwriting, while carelessness may spoil a good style already acquired. A carelessly written letter is not only prejudicial to the writer and disrespectful to his correspondent, but needlessly consumes time of the latter in deciphering it. A man with an established reputation can possibly afford to write a poor hand, but any one starting in business life certainly cannot.

Write no more letters than you can write well. Write plainly, neatly, slowly if you must, but write as well as you can; you cannot afford to write otherwise.

CONCLUSION.

30. **THE CONCLUSION** of a letter embraces what follows the communication itself.

31. **Complimentary Close.**—This is the phrase of respect, courtesy, or endearment following the body of the letter, immediately preceding the signature. The complimentary close should begin on the first blank line following the body of the letter, about the middle of the page from left to right, or with the initial letter directly under the initial letter of the address in the heading. The following are the most common forms of complimentary close used in business letters:

Yours truly,
Yours very truly,
Respectfully,
Very respectfully,

Yours very respectfully,
Faithfully,
Yours faithfully,
Sincerely,
Sincerely yours,

Cordially,
Cordially yours,
Yours gratefully,
Yours fraternally.

Some of these may be further varied by transposition of the words, and if the complimentary close be long, it may occupy two or three lines. The words used vary according to circumstances and taste, as in the salutation, and should correspond with it in style. 'Dear Sir' or 'Dear Madam' being the salutation, the complimentary close may very properly be 'Respectfully,' 'Yours truly,' 'Yours faithfully,' 'Yours sincerely,' 'Yours very truly,' etc. 'Respectfully' or 'Yours respectfully' are used much more now in business letters than formerly.

Some firms omit the salutation and complimentary close entirely. While this saves time and may be considered more business-like, there is hardly too much of form and cordiality now in our business relations, and for this reason we recommend the use of these words, although they are in one sense meaningless. If no salutation be used, the complimentary close should also be omitted. It seems abrupt to omit these formal words, because of their long use, but where the question of personal respect cannot arise, the words may very properly be omitted.

For *social* letters, an almost infinite variety of forms might be given; such as, 'Affectionately,' 'Your friend,' 'Your loving father,' 'Ever yours,' 'Very sincerely yours,' 'Most faithfully yours,' etc.

32. **The words used** for the complimentary close are varied according to the relations of the parties; the complimentary close depends somewhat upon the salutation also, and the same words should not be used in both. If a person be addressed as "Dear Friend" in the salutation, the word *friend* should not be repeated in the complimentary close; and if a person be addressed as "Dear Friend" in the salutation, "Respectfully" would be a very *formal* word to use in the complimentary close. The word "remain," used in the complimentary close, implies previous correspondence.

It is very bad taste to use such endings as "Having nothing more to say, I will now close," or "I must stop now as I want to make a call this evening," or even "I will now close." Bad as these are, it is even worse to begin a letter "I thought I would answer your letter," or "I sit down and take my pen in hand," or "As I have nothing else to do, I will write." Some of these phrases are impertinent as well as senseless.

The following are graceful conclusions to letters of friendship :

May we meet in health and happiness, and may you be as kindly disposed as ever to

Yours,

.....

And now farewell and fare ever well.

Yours,

.....

My best wishes accompany you on what I trust will be a pleasant journey.

Yours ever,

.....

And trusting you will preserve a kind remembrance of me, I remain,

Yours most sincerely,

.....

The first word only of the complimentary close should begin with a capital. Never abbreviate a word in the salutation or complimentary close. Never write 'Yours, etc.' for the latter.

Official letters have a more formal close than any others; such as,

I am, Sir,

Your obedient servant,

.....

I have the honor to be (or remain)

Your obedient servant,

.....

I have the honor to be (or remain)

Very respectfully,

.....

These forms of official etiquette are not strictly adhered to. The term, "Your obedient servant," so generally used in official letters, is also a very appropriate term to use in writing to a patron or superior, but not in ordinary correspondence, where it would suggest obsequiousness or servility.

33. Signature.—This should follow the complimentary close, on the next line, and end at the right edge of the paper, or near it. In business letters it should be the ordinary business signature of the person, so that if for any cause the letter is not delivered, it may be promptly returned to the writer from the dead letter office. **Some**

persons are in the habit of sending letters to friends without signature, or of carelessly mailing important business letters unsigned. If the letter contain a remittance, or anything of importance, the name should be written in full. A letter that is miscarried from insufficient address, or fails for any other cause to reach the person for whom it is intended, is sent to the dead letter office, whence it is returned to the writer, if known. About \$50,000.00 is lost annually through the failure of writers to sign their full names to letters containing money. Friendly letters or those not containing matters of business importance, may be signed in an informal manner.

34. Write your name plainly.—Some seem to have an idea that, because they know their names, every person to whom they write will also know what they are. When they come to the close of their letters, they scrawl their names in such a manner that nobody can read them. In almost any other place we can tell from the context what a word is, even if it be indistinctly written, but most *names* need to be written plainly. It is not unusual for a business man to spend from five to fifteen minutes in trying to decipher an illegible signature, when, if the writer had taken five seconds more to sign his name, all this loss of time at the other end of the line would have been avoided. We have no right thus needlessly to consume the time of others. Resolve that you will not treat any one so unjustly, and form the habit of signing your name distinctly.

35. A lady, in writing to a stranger, should sign her name so as not only to indicate her sex, but also whether she be single or married; if single, she may write the title 'Miss,' in parenthesis before her name, and if married, the title 'Mrs.' If she fail in this, her correspondent will not know whether to address her as 'Sir,' 'Miss,' or 'Madam.' A married lady generally uses her husband's name, or initials; as, 'Mrs. John Smith,' 'Mrs. J. W. Smith.' She *may* use her own name, and *should* do so if she be a widow.

36. Official signature.—A person in an official, or a prominent business position, may follow his name with words denoting his position; as, 'John Jones, Chairman of Executive Committee,' 'L. G. Smith, Assistant Cashier,' etc.

37. If the address be placed at the close of the letter, instead of at the beginning, it should be arranged the same as when used at

the head of the letter, written on the next line below the signature, and beginning on the marginal line, as previously stated.

38. **Punctuation.**—A comma should be placed after the complimentary close, and if it consist of two or more phrases, they should be separated by commas, as in Model 4. A period should follow the signature.

The address, when placed at the close of the letter, is punctuated the same as when written at the beginning.

MODELS OF CONCLUSION.

39. The conclusion should be arranged as in the following Models:

Model 1.

Respectfully,
William R. Brown.

Model 2.

Yours truly,
Evans, Field & Co.
L. B.

Model 3.

Your affectionate sister,
Mildred.

If the address be written at the close, it should be arranged as follows :

Model 4.

I am, sir,
Your obedient servant,
Howard Raymond,
Prof. Norman Adams,
Providence, R. I.

Sometimes the date only is written in the heading, when the post office address should then follow the name, as below :

Model 5.

Very truly yours,
Samuel Gayman,
Rochester, Ind.

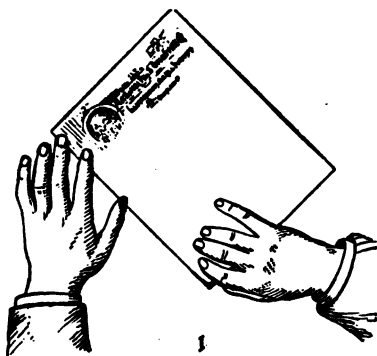
FOLDING.

40. The folding of a letter is a simple matter, and it is just as easy to fold a letter properly as otherwise.

41. **Letter paper.**—A sheet of letter paper may be folded in two ways; *first*, to fit an ordinary business envelope, and *second*, to fit an official envelope, which is a little longer than the paper is wide.

42. **First Method.**—The correct way to fold for an envelope of the usual size, is to make three folds; first, hold the paper as shown in Figure 1, and fold from the bottom nearly to the upper edge of the paper, as in Figure 2, or far enough to fit the envelope; then turn the

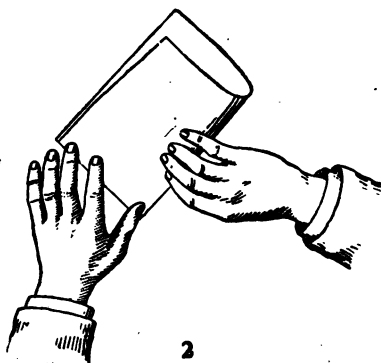
paper, as in Figure 3, and fold from the right and left edges about equal distances, as in Figures 4 and 5, so that the sheet, after being folded, is a little smaller than the envelope.



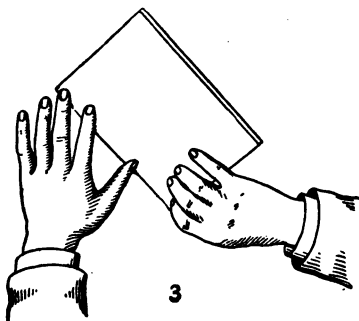
Avoid folding the full width of the envelope from the right, leaving only a very narrow fold from the left. It is much better to make the folds equal from right and left edges of the paper, leaving the width of the envelope in the center.

In making the first fold, the paper should not be exactly even with the upper edge, because the sheets would then be much harder to separate in unfolding.

Care should be taken to bring the corner of the paper, as it is folded, to the edge of the sheet, where the fingers of the left hand should hold it firmly, while the fold is creased down with the right. If the fingers be soiled, use an ivory paper knife or other article for creasing down the fold, or use the back of the finger nail. The fold should be pressed down smoothly, but not enough to break the paper.

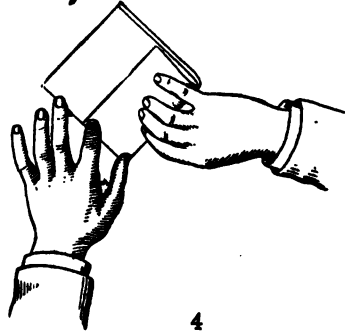


The illustrations here given, will make clear the method above described.



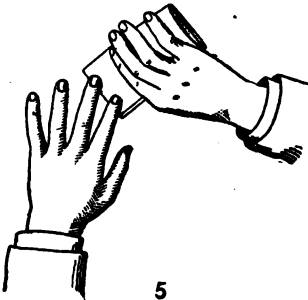
43. Second Method.—To fit an *official* envelope, fold the sheet from the bottom up, nearly as far as the envelope is wide, then from top down about the same distance, thus giving two folds and three thicknesses of paper. Supposing Figure 3 to show the full size of a sheet of letter-paper, this method of folding is illustrated by Figures 4 and 5.

44. **Note paper.**—There are *three* ways in which note paper may be folded ; First, for the common sizes, which are supposed to be a little narrower than the envelope is long, you should fold the paper twice; first, from the bottom upward a distance a little less than the width of the envelope, and then fold the top down ; the paper will then be a little smaller each way than the envelope. This method is illustrated by Figures 3, 4, and 5, supposing Figure 3 to represent a sheet of note paper.



4

45. **Second**, if the envelope be shorter than the width of the paper, the latter should be given two folds; first, from the bottom nearly to the top, and then from the right nearly to the left edge of the paper; this method of folding gives four thicknesses of paper or eight if it be a double sheet at first. It is very rarely necessary to use this style of folding.



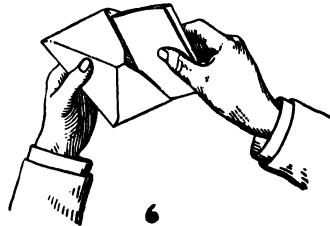
5

46. **Third**, for a large, square envelope, such as ladies often use, if the paper be made to match, as it should be, only one fold is necessary, from the bottom to the top, as in Figure 2.

47. **Putting letter into envelope.**—

There is a right way to do even this; take the envelope in the left hand with the opening up, and the back of the envelope toward you, then with the right hand place the letter in the envelope, putting in first the part last folded; in this way the corners of the paper do not catch in putting it in, and the letter, when taken out, is right side up when opened. See Figure 6.

Unless there be something to enclose later, it is well to form the habit of sealing the envelope as soon as the letter is placed therein. Always direct the envelope before inserting the letter.



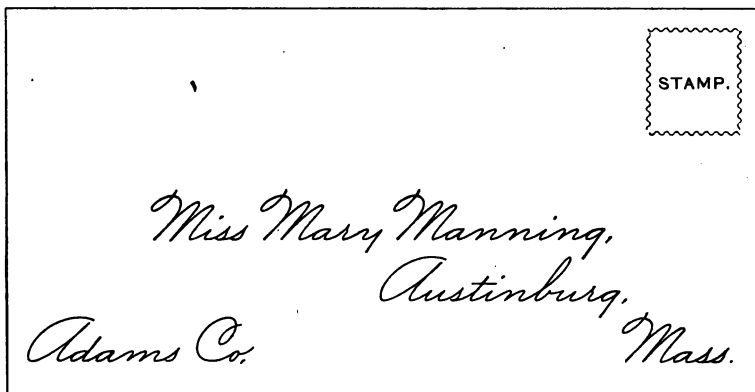
6

THE SUPERScription.

48. **THE SUPERScription** (direction upon the envelope), consists of the name and title of the person addressed, and his residence or post office address; the latter is usually the same as the inside address. The name and address should be plainly written, and care taken to put the letter into the right envelope. People have been placed in very embarrassing situations, because of carelessness in this matter; a young man has been known to send his laundress a letter intended for his sweetheart, and his sweetheart a letter begging more time for the payment of his laundry bill.

49. **Titles.**—Politeness requires that some title be used on the envelope; a professional or official title, if the person have one, and

Model 1.



if not, a common title; as, *Mr.*, *Esq.*, etc. Many business men dispense with this formality at the present day, to save time.

If a business letter be written to a person acting in an official capacity, his office should be designated in the address; as, 'Chauncey M. Depew, Pres. of N. Y. C. R. R. Co.'

A list of the proper titles to use in addressing various persons in prominent positions, is given on page 228.

50. **Residence.**—By the residence we mean the full post office address. If a person lives in a large city, it includes the number and street (or post office box), city, and state—as in Models 2, 3, and

SUPERSCRPTIONS.

147

<p>Must be called for in 10 days. O. E. HUMPHREYS, WARREN, O.</p> <p>Messrs. Piper & Brown, 123 Main St., Rochester, N. Y.</p>	<p>8</p> <p>J. & ALLMAN, Dealers in HARDWARE, ALBANY, IND.</p> <p>Isison, Blakeman & Co., New York, N. Y.</p> <p>755 Broadway.</p> <p>6</p>	<p>4</p> <p>A. P. Bennett, Esq., Indianapolis, Ind.</p> <p>Lock Box 75.</p>	<p>2</p> <p>Mr. & Mrs. V. N. Ingersoll, 28 Madison Ave., City.</p> <p>5</p>
		<p>Peter Quimby & Co., Williamsfield, Ohio.</p> <p>Introducing Mr. Isaac Adams.</p>	

4; if in the country, it means the post office, county, and state—as in Model 1. The *state* is sometimes omitted in writing to persons in large and well-known cities, but this is not a good custom, as there are usually several smaller places in the country by the same name, and postal clerks generally look in the right lower corner first, for the state. They can handle letters with less delay if the name of the state be given; and, abbreviating as we do in writing them, it takes but an instant of time to give the name of the state.

51. Arrangement and Position.—The writing should be in straight lines, parallel with the upper and lower edges of the envelope. The upper edge is the one that opens, and should be farthest from you, when you direct the envelope.

If a person have difficulty in getting lines straight and parallel with the edges, he may rule, with heavy black lines, a sheet of paper a little smaller than the envelope, and place it inside of the envelope while writing, being careful to remove it before putting in the letter. If the envelope be so thick that the lines do not show through, the next best plan is to rule very light pencil lines, and erase them after the writing is dry. Never line with a pin, or any other sharp-pointed instrument, and dispense with all aids as soon as possible.

The name should be written a little below the middle of the envelope, commencing far enough to the left so that the spaces on the right and left of it are about equal; each subsequent line in the address should commence a little farther to the right than the preceding one, and all should be so arranged that the state is written near the right lower corner. The relative order for reading the parts of an address is as follows:

For a city address, Name and Title, Number and Street, City, State.

For a country address, Name and Title, Post Office, County, State.

The county, and number and street are usually placed in the left lower corner on a line with the state, as in Models 1, 3, and 4; for, by having one less line to the right, that part of the address is more easily read. The number of the post office box may occupy a line following the name, or be written in the left lower corner, as in Model 4.

If a letter is to be delivered in the city in which it is written, it is better to use the word 'City' to take the place of the post office and state. In such cases the address consists of name, street number, and word 'City,' and should occupy three lines, as in Model 5.

To show due respect to the person in whose care a letter is sent, and to give proper prominence to official titles, the words 'Care of ———,' and such titles as 'Superintendent of Public Instruction,' 'General Passenger Agent Erie Railway,' etc., may be written on the line following the name, between that and the post office. If the official title be short enough, it may be placed after the name, on the same line.

Do not use the word 'To' before a name, and omit the 'Number,' or the character (#) that is sometimes used for it, in writing the number of a street. '114 Superior St.' cannot mean anything but *No.* 114 Superior St., therefore, the 'No.' or '#' is superfluous, and detracts from the distinctness of the address. For the same reason write 'Box 24' instead of "P. O. Box 24." It is not likely that your letter would be put into a wood-box or wagon-box.

The words 'General Delivery' or 'Transient' should be written near the left lower corner of the envelope, in addition to the regular address of persons staying in a city only temporarily; the letter would not then be delivered to a resident of the same name.

If a letter be sent by a friend, his name should be written in the left lower corner.

Some urge that the order of addresses here given be reversed, and the name of the state be written first, because that is the order in which postal employes read the address. We do not believe this is sufficient reason for changing a long established custom. If postal clerks know where to look for each portion of the address, they can read it as quickly in the form now in use, and this style of address certainly has a better appearance on the envelope; besides, at the office of *delivery* the present form gives the order in which the parts of the address are read.

52. **Legibility.**—The direction on the envelope should be plainly written, especially the state and post office. Some of the abbreviations which are used for the names of the states are so similar in form, that it is especially important they should be written plainly; as, *N. J.*, *N. Y.*; *Mo.*, *Me.*; *Neb.*, *Nev.* 6,464,870 pieces of mail matter were sent to the dead letter office in one year for various reasons. Of these, 435,416 were *misdirected*, and 18,895 were *not directed* at all.

53. **Self-addressed Envelopes.**—To save your correspondents trouble, and insure accuracy of address, an envelope a size smaller than the one in which your letter is sent, and with your own address printed upon it, may be inclosed. These are especially useful for enclosing in letters requiring an answer. Or, an envelope of the same size may be enclosed by folding it once.

54. **A special request envelope** is one with a card, giving your name and address, in the left upper corner, as in Model 2. This card may also indicate your business, and serve as an advertisement.

All letters that for any reason are not delivered to the party addressed, are sent to the dead letter office, unless they have this card on the envelope. If you desire your uncalled-for letters returned promptly, this card may be preceded by the clause, 'If not called for in — days, return to,' as in Model 2. The special request may be *written* if you do not use printed envelopes. Envelopes simply giving your name and address, are supposed to be returned in thirty days.

55. **Sealed letters** are returned without payment of additional postage, if the envelope bear you name and address.

56. **Packages** that appear to the postmaster to have sufficient value to warrant it, are returned to the sender if his address be on the package, and the return postage collected at the original mailing office. Circulars, catalogues, etc., are returned *only* when their wrapper bears the special request, 'Please return to —,' etc., and then the return postage is collected as on packages.

57. **Punctuation.**—A comma should be used after each part of the address, excepting the last, which is followed by a period. If a title follow the name, a comma should be used between the name and the title; if two titles be added, place a comma between them. A period should follow each abbreviation.

58. **Capitals.**—All important words, and all abbreviations should begin with capitals. Ordinarily, every word in the superscription is capitalized.

Notice carefully the arrangement, position, and punctuation of the sample envelope addresses given in the accompanying Models.

Mr. O. U. Widenawake.

Enterprise, Miss.

Dear Sir:

We ask your candid consideration of the advantages afforded by this institution.

Through a thorough course of instruction, we aim to secure the highest development of the business capacities of our students.

We trust you will recognize the importance of securing a practical education, and that you may decide to attend our school.

Yours very truly,

Cleveland, June 24, 1897. B. A. Wiseman.

THE STAMP.

59. **NO DOMESTIC LETTER**,—that is, a letter directed to any post office in our own country,—will be forwarded until one two-cent stamp is placed thereon. If the letter be over-weight and bear *one* two-cent stamp, the Department will collect the remainder of the postage from the person to whom it is addressed. It is always better, however, to see that the postage on your letters is fully prepaid before they are sent out. If one full rate be not prepaid, the writer is notified, if his name can be ascertained; and, if not, the person addressed is informed that a letter addressed to him is held for postage and that it will be forwarded upon the receipt of postage for the required amount.

60. **Position**.—The stamp should be placed on the right upper corner of the envelope, about one-eighth of an inch from the end, and the same distance from the upper edge; it should be right side up, with the edges parallel with the edges of the envelope. Placing a stamp on the envelope at random, is an evidence of carelessness, and disrespect for your correspondent. It is just as easy, and takes no more time, to put the stamp in the proper place.

61. **Amount**.—The present rate of postage on letters is two cents an ounce, and each fraction thereof; that is, if the letter weigh any more than one ounce, it requires more than one stamp. An abstract of the latest postal laws in regard to rates, is given on page 221.



THE ABOVE ILLUSTRATION SHOWS THE CORRECT LOCATION OF THE STAMP ON AN ENVELOPE.



THE FAST MAIL OF THE L. S. & M. S. RY.

THINGS TO KNOW

In Dealing With the United States Post Office Department.

62. Figures of the dead letter office show that five-sixths of the causes of mail being miscarried is due to ignorance or carelessness on the part of the public.

63. Always include the state in the direction on your envelope. There are about twenty different places by the name of Buffalo among the post offices of this country, and about thirty other post offices the names of which are compounded from Buffalo, as Buffalo Mills, etc.

64. The writer of a letter may recall it before delivery to the addressee. Application for such return should be made at the post office where the letter is mailed, and the proper blank filled out, giving a description of the letter, etc., when the postmaster will telegraph the postmaster at the office of delivery, recalling the letter, the writer to pay the cost of telegram. If the letter has not yet been mailed, the writer may, upon identifying the letter to the satisfaction of the postmaster, withdraw it from the post office. If the stamp has been canceled, the letter cannot be remailed unless the postage is again prepaid.

65. It is a violation of the postal laws to send dunning communications on postal cards; they should always be mailed under cover of envelopes. A simple statement of account may be written upon a postal card, and the Department does not consider the usual legal notice sent out by tax collectors, that tax is due, written or printed on postal cards, to be unmailable, nor notices from banks that they hold drafts for collection.

66. Before paying a money order, the paying official, to satisfy himself that the person presenting it is the one entitled thereto, compares the order with the advice, and if the applicant for payment be unknown to him, he asks him his name, also the name and address of the sender, and he may require him

to prove his identity by calling in a mutual acquaintance. Although money orders are often lost and sometimes stolen, not one in 100,000 is paid to other than the lawful owner. Whenever a money order has been lost, a duplicate will be issued therefor on receipt of an application.

67. Any money order which is not presented for payment within one year from date is declared invalid and not payable. A duplicate will be issued, however, on receipt of an application. The payee of a money order may direct that it be paid to another person, by filling a blank properly, on the back of the money order, but it is provided by law that more than one indorsement shall render the money order invalid.

68. International money orders are issued payable in most of the foreign countries. Business with European countries is continually in their favor, due, probably, to the fact that many emigrants from those countries send a portion of their earnings to relatives at home. The balances thus arising are liquidated by bankers' bills of exchange purchased in New York. The rates for international money orders are twice the domestic rates for like amounts.

69. The habit of scanning the address on an envelope after it has been directed, would avoid many errors. This would prevent nine-tenths of the mistakes due to deficient or erroneous addresses, and would at least correct one absurdity; viz., the annual receipt by the dead letter office of about 35,000 letters bearing no superscription whatever, and most of them written by business men, and containing enclosures of value.

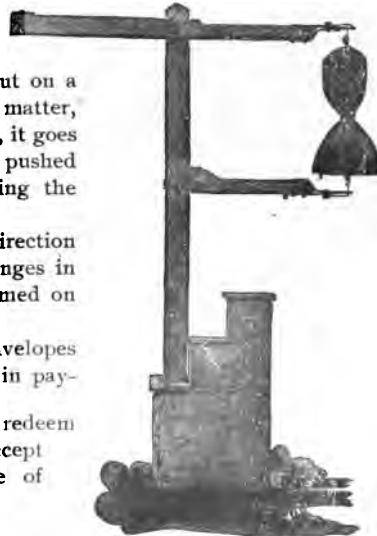
70. If affectionate relatives and others always gave their full names and addresses in letters, there would be 1,500,000 more letters restored to their owners every year.

71. If a "special delivery" stamp is put on a package of second, third, or fourth class matter, it is treated in a first-class manner; that is, it goes into a pouch instead of a sack, and is pushed through just as rapidly as a letter bearing the same stamp.

72. Stamped envelopes spoiled by misdirection or by mistakes, or rendered useless by changes in firm names, addresses, etc., may be redeemed on presentation at the post office.

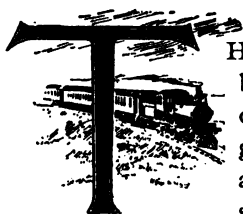
73. Stamps cut or torn from stamped envelopes are not redeemable, and are not accepted in payment for postage.

74. The post office department does not redeem unused stamps of any kind, and will not accept stamps of one denomination for those of another.



STAND FROM WHICH MAIL IS CAUGHT WITHOUT SLOWING THE SPEED OF TRAINS.

SOME FACTS ABOUT OUR POSTAL SYSTEM.



THE business of the post office is the greatest business in the world; yet, through proper subdivision of the work and thorough system, this great business is conducted with almost absolute accuracy. The following facts may give the student a better idea of the business done by the United States Post Office Department, and its methods :

75. There are more than 70,000 postmasters in the United States, and about 230,000 persons connected with the post office department.

76. During three recent years 10,549 new post offices were opened.

77. Over \$25,000,000.00 is annually paid to railroad companies alone for carrying mail, and more than \$40,000,000.00 to all classes of contractors for transportation of mail.

78. More than 6,500 railway postal clerks are employed, and they traverse about 175,000 miles of railroad. During a recent year the number of pieces of mail handled by these railway clerks was 9,245,994,775, and the number of errors 1,691,389, or one error in every 5,466 pieces handled.

79. The number of errors made by the public annually, as shown by the records, exceeds those made in the railway post offices by over 5,000,000.

80. The letter-car of the mail trains is provided with a "mail catcher," which is placed at a small door through which mail pouches are snatched from conveniently placed posts at wayside stations where stops are not made. On the preceding page is an illustration of the stand from which the mail bag is taken. Mail bags are collected in this way while the train is running at full speed.

81. The main lines of railroads are separated into divisions, and each postal clerk has his regular "run" over a division of the road. From New York to Chicago there are three divisions, the "runs" being from New York to Syracuse, Syracuse to Cleveland, Cleveland to Chicago. Each crew makes three round trips, and is then laid off for six days, but its members are subject to extra duty during that time.

82. The average number of letters handled by the clerks on each trip of an ocean steamer is more than 60,000, besides from 100 to 200 sacks of printed and general matter. The American clerks make but one error in about 4,000 distributions, and their work compares favorably with that of the railway postal clerks.



CUNARD LINER, CAMPANIA.
ONE OF THE LARGEST AND FASTEST OF THE OCEAN STEAMERS THAT CARRY MAIL.

83. There are about 1,600 employes in the New York post office with salaries aggregating \$1,300,000.00 annually, a force nearly three times as large as that employed in the post office department at Washington.

84. Stamp canceling machines are now used in the large cities. One of these machines canceled, postmarked, counted, and stacked 5,000 postal cards in four minutes and fifty seconds, and has performed similar work on 24,000 postal cards in an hour. In two hours and two minutes it canceled, postmarked, counted, and stacked 21,000 letters and 25,480 postal cards. An average speed of 30,000 letters and postal cards an hour is claimed for it. The time when a letter is mailed is registered when the stamp is canceled, the hour being changed in the machine every thirty minutes. An electrical stamp canceller, it is claimed, will cancel 40,000 letters an hour; and the machine not only notes the year, month, and day, but the hour and minute when the letter passes through.

85. In New York there are about 10,000,000 letters delivered by carriers every year, not to mention printed matter and packages.

86. There are more than 600 "free delivery" offices in the country, where mail is delivered by carriers. Carriers in these cities deliver and collect mail from more than 20,000,000 people. The annual expense for the service of carriers is more than \$10,000,000.00.

87. In the course of a year the more than 11,000 letter carriers of the country deliver about, 5,500,000 registered letters, 1,050,000,000 ordinary letters, 275,000,000 postal cards, and 600,000,000 newspapers.

88. In the "opening" division of the dead letter office there are only 20 clerks, but they receive, assort, count, open, and dispose of an average of 18,000 letters and parcels every day.

89. The safety of the mails is something wonderful. About 1,250,000 pieces of registered mail matter valued at nearly \$1,250,000,000.00 are received in the

mails annually for the post office and treasury departments alone. It is not practicable to state accurately the value of the remaining 15,000,000 pieces of registered matter, but a close estimate gives it as \$187,550,000.00.

90. Postage stamps are made by bank note companies, the contract being awarded to the lowest bidder. The processes by which postage stamps are manufactured are secret, and much of the patented machinery is in use for their manufacture alone. The process of printing stamps is similar to that employed in printing money. The design is engraved upon soft steel, which is then hardened and a transfer is made to a roll of soft steel, which is in turn hardened. As many of these transfers may be made upon the metal roll as are desired, thus printing a large number of stamps at one time. Stamps are printed in sheets of 200 each, and these sheets are torn in two, there being 100 stamps in each sheet furnished to postmasters. Stamps are gummed by a roller which is passed over the sheets by machinery, applying the gum evenly over the entire surface. After the process of gumming is completed, the sheets are placed upon racks and dried by means of a series of steam pipes. If a single stamp is in any way mutilated, the entire sheet of 200 is burned; and 500,000 are said to be burned every week from this cause. The stamps are perforated by running fifty of the sheets through the machine at one time, when the hundreds of punches, arranged for that purpose, pierce the sheets at the proper place between the stamps.

91. Stamped envelopes are manufactured for the Government, in an envelope factory in Hartford, Connecticut. Stamped paper wrappers are also made at Hartford under the same contract. The United States consumes more stamped envelopes than any other nation in the world; over 500,000,000 are used in an average year.

92. Postal cards are manufactured at Birmingham, Connecticut. A contract is let once in four years for making the cards, and it is estimated that 2,000,000,000 cards will be needed during this time. They are made at a cost of about \$800,000.00.

93. Stamps, postal cards, and other supplies are usually ordered by postmasters from the Department at Washington every three months. Some of the large offices order every month. The New York office orders a little more than \$300,000 worth of stamps and more than 4,000,000 postal cards (a car load) every month. The bond of the postmaster at New York is \$600,000.00. Stamps, postal cards, and stamped envelopes are sent out to postmasters by registered mail, except that postal cards for Boston, New York, Philadelphia, Cincinnati, and all of the sub-agencies are supplied by freight.

94. Every person to whom the custody of a registered article is entrusted must make a record of it, give a receipt for it when it is received, and take a receipt when he parts with it. This takes considerable time, and it would be almost impossible for postal clerks to make a proper record and write the receipt if they were required to handle each registered piece separately. To overcome this difficulty, a registered pouch is in use, which contains the registered mail between given points, and the clerk treats the pouch of mail as

he would a single piece, recording it and receipting for it by number. These pouches are locked with rotary or tell-tale locks that indicate when they are opened. Postal clerks are not permitted to have the keys to open the rotary locks; they are furnished only to postmasters who exchange registered pouches.



MAIL CARRIER OF 100 YEARS AGO.

SOME "DON'TS."

95. Don't mail a letter until you are sure it is completely and properly addressed.

96. Don't locate the address so there will be no room for the post-mark.

97. Don't write the name of your own state for the name of the state intended; a very common error.

98. Don't write the abbreviation for the state so that it may be mistaken for one similar in appearance.

99. Don't mail a letter until you are sure it is properly stamped.

100. Don't put the stamp anywhere on the envelope except in the right upper corner.

101. Don't forget that it is unlawful to enclose matter of a higher class in one which is lower, as merchandise in newspapers, and letters with photographs.

102. Don't mail business letters until your name and address has been placed in the left upper corner, so that in case of non-delivery the letter will be returned to you.

103. Don't, when you fail to receive an expected letter, charge the postal service with its loss, or your correspondent with dishonesty, until you have written your correspondent for all the facts in regard to the matter.

104. Don't mail a parcel without previously weighing it, or having it weighed at the post office, to ascertain the proper amount of postage.

105. Don't wrap a parcel in such manner that the wrapper may become separated from the contents.

106. Don't mail parcels to foreign countries without understanding the regulations governing matter addressed to such countries.

107. Don't fail to put your name and address in the left upper corner of every package before mailing it.

DICTION AND CONSTRUCTION OF LETTERS.

108. **THE DICTION** of letters is not so formal as that of books. One should use common words in letters and express himself as he would in conversation. The language should be clear and easily understood.

109. **Clearness.**—The principal causes of obscurity in composition are: misplaced words, phrases, and clauses; unnecessary words; ambiguous use of pronouns; long sentences; misuse of words; incorrect punctuation. Words should be carefully selected, and so placed that there may be no mistaking their meaning. In business correspondence, especially, a person should express himself so that he will not be misunderstood. Make your statements pointed and direct, and so clear that they cannot be misinterpreted.

110. **The Language of Letters.**—The style of expression in letters should be much like that of conversation on the same subject. It should correspond to the subject, and the relation between the parties. To friends, familiar; to relatives, affectionate; to children, simple and playful; to inferiors, courteous; to superiors, respectful; on important subjects, impressive; in condolence, sympathetic; in congratulation, joyous.

In business letters, fewer words are used than in conversation about the same matter. A literary style should not be attempted in writing business letters. One should speak to the point and stop when he has reached it. A person who is able to express himself clearly and effectively in conversation will experience no difficulty in doing the same in his letters. One should not attempt to imitate others in his language, but be original in letter writing as in conversation. Specimen letters should be used as models only for the form, and as suggestions of what one may write in his own way. Much originality of expression may be displayed even in the most formal and ordinary business letters.

111. **Good English.**—Language, like manners, is learned for the most part by imitation. To become familiar with good language one should read the best literature, and associate with educated

people. A person may thus unconsciously learn to use good language, just as a child brought up among refined people generally has good manners. The writing in one's letters is largely a reflection of his conversation or reading.

Public and descriptive letters admit of the use of more or less flowery language, but in ordinary letters, such figures should be used sparingly, as they would be, under like circumstances, in conversation. Do not write about mere nothings, or repeat simply for the purpose of filling space.

112. **Small words.**—In our letters, as in conversation, we should not use too many large words. Give preference to the common and home words of our language. Our best orators and writers use very few uncommon words. It is generally better to use *do* than "perform" *see* than "perceive" *tired* than "fatigued" *have* than "possess" *Sunday* than "Sabbath," etc.

113. **Foreign words.**—Use few if any foreign words and phrases. In correspondence they are usually indulged in by those who like to display learning, rather than by those who are the most scholarly.

114. **Slang words and phrases.**—It is quite common nowadays to acquire in conversation, or in the street, a vocabulary of slang words. It is bad enough to use these in conversation, without putting them into writing. Do not use them in letters.

115. **Sentences.**—Short sentences, particularly in business correspondence, are to be preferred to long ones. It is a common fault to run sentences together, uniting them by *and* and *but*, when it would be far better to make distinct sentences.

116. **Grammatical accuracy.**—A person who has business correspondence to do should understand the ordinary rules of grammar, and though he may not express himself in every instance in the best form, as he would in a studied composition, he should be careful to avoid grammatical errors. Any one will find the reading of good books and papers a great aid in the correct use of language.

117. **Style.**—Write legibly and with care; spell correctly; punctuate and paragraph carefully; avoid interlineations, erasures, and blots. Do not economize in paper by writing crosswise. So write that your correspondents may always have a higher opinion of you after reading each letter.

THE RIGHT WORD.

How forcible are right words!—*Job*.

A word fitly spoken is like apples of gold in pictures of silver.—*Solomon*.

Accustom yourself to reflect upon the words you use, hear, or read; their birth, derivation, and history. For, if words are not things, they are living powers, by which the things of most importance to mankind are actuated, combined, and harmonized.—*Coleridge*.

Language and thought are inseparable. Words without thought are dead sounds; thoughts without words are nothing. To think is to speak low; to speak is to think aloud. The word is the thought incarnate.—*Max Muller*.

In every relation of life, at every moment of our active being, in every thing we think or do, it is on the meaning and inflection of a word that the direction of our thoughts, and the expression of our will, turn. The soundness of our reasonings, the clearness of our belief and of our judgment, the influence we exert upon others, and the manner in which we are impressed by our fellow men,—all depend upon a knowledge of the value of words.—*William Matthews*.

118. The following list is composed of words commonly misused. Many are misapplied from being similar in form or pronunciation, others fail to express the thought clearly, and some are wholly incorrect forms. "The right word in the right place" implies something more than avoiding the use of the wrong word. It involves a careful choice from words usually, but erroneously, regarded as synonyms. In reality there are but few absolute synonyms in our language. Each word has some shade of meaning which cannot be exactly expressed by any other word. To enable a student to recognize these common errors, this list should be carefully studied, and reference made to it as often as necessary.

119. *A* or *an*.—The choice between these forms is determined by sound. Before a consonant sound *a* is used; before a vowel sound *an* is used.

120. *Abundance* applies to quantity only. It should never be used in reference to numbers.

121. *Accept of*.—Say 'Please accept this gift,' not 'Please accept *of* this gift.'

122. *Accredit, credit*.—To *accredit* means 'to vest with authority;' to *credit* means 'to believe or to put to the credit of.'

123. *Address, direct*.—A letter is *addressed* at the beginning to the one who is to read it, but *directed* outside to the one who is to receive it. Packages are always *directed*, not *addressed*.

124. *Adjective, location of*.—An adjective should be so located as to modify the word intended. Say 'A cup of good coffee,' not 'A good cup of coffee.'

125. *Adopt, take, decide upon*.—Do not say "What course will you adopt?" say *take* or *decide upon*.

126. **Afraid**, an adjective, is often improperly used for the verb *fear*, in such sentences as "I am *afraid* that he is lost."

127. **After**, is superfluous before *having*; as, "*After* having seen him, we returned."

128. **After night**, means sometime the next day, and is often incorrectly used in referring to something done during the night. Say, 'At night,' or 'during the night.'

129. **Aggravate** means 'to add to or make heavier;' it should not be used for *irritate*, which means 'to anger or provoke.'

130. **Agreeable, agreeably**.—Say '*Agreeably* to my terms,' not agreeable.

131. **Aint, haint, taint**.—*Aint* should never be used for 'is not;' *haint* for 'has not;' nor *taint* for 'it is not.'

132. **Alike** should not be coupled with *both*. It repeats the thought. Say 'They are alike,' not "They are both alike."

133. **All for each**.—Say 'He gave *each* of them a book,' not "He gave them *all* a book."

134. **All over**.—Say 'Over all the city,' not "All over the city."

135. **All, the whole**.—Use *all* in speaking of a multitude or collection by the individual parts; *the whole*, when it is spoken of as a body. Say 'Nearly *all* the people,' 'Nearly *the whole* society.'

136. **Allow**.—Do not say "He allows he will go," but 'He *thinks* he will go.'

137. **Allude**.—To allude to a matter is to refer to it indirectly. This word is often misused for *speak* or *mention*.

138. **Among, between**.—*Between* applies to two; *among*, to a greater number; as, 'He divided the apple *between* two boys, and the money *among* three girls.'

139. **And**.—Say 'I will try to go,' not "I will try *and* go."

140. **Angry**.—You should say 'Angry *with* a person,' and '*at* a thing.'

141. **Answer, reply**.—We *answer* questions, and *reply* to charges or assertions. Say 'In *answer* (not *reply*) to your letter, etc.'

142. **Anticipate** is often misused for the simple term *expect* in such sentences as "Do you *anticipate* a large crowd tonight?" *Anticipate* means to 'forestall; to take beforehand;' as, 'He will anticipate and prevent such action.'

143. **Anxiety of mind**.—In such sentences as "Anxiety of mind is undermining his health," *of mind* is superfluous, since anxiety has reference to a state of the mind.

144. **Any** is superfluous in such expressions as "I am not hurt *any*."

145. **Apparently, evidently, manifestly**.—*Apparently* is properly used in referring to that which seems, but may not be, real; *evidently*, to that which both seems and is real; *manifestly* is more forcible than evidently.

146. **Appreciate** is misused for rise or increase in value. *Appreciate* means 'to estimate justly.'

147. **Apt, liable, likely**.—*Apt* means 'quick,' and is applicable to persons; as, "The pupil is *apt* to learn." *Liable* means 'responsible, exposed to, or in danger of;' it is applicable to both persons and things; as, "They are *liable* for the cost of the goods." "Tall trees are *liable* to be struck by lightning." "He is *liable* to get hurt." *Likely* means 'having probability,' 'giving reason to expect;' as, "He is *likely* to come again."

148. **A quarter of nine**, (meaning 8:45 o'clock,) is incorrect. Say, *a quarter to nine*.

149. **Ascend up.**—In the sentence, "He ascended up the mountain," the word *up* should be omitted. It is superfluous.

150. **At** is superfluous in "Where is he *at*?"

151. **At all** is superfluous in such sentences as "We are not *at all* surprised at the outcome."

152. **At, by.**—Say "The goods were sold *by* (not *at*) auction. Sales at auction would indicate *where* goods are sold; *by* auction, *how* they are sold, the manner of selling.

153. **At length, at last.**—When reference is made to time, *at last* should be used; as, "*At last* we came to our journey's end." *At length* means 'in full,' or 'to a considerable extent;' as, "He wrote to me *at length* about the affair."

154. **Authoress, doctress, editress, poetess,** etc., should not be used in speaking of women in these vocations. A poet is one who writes poetry; an editor, one who edits,—not a man, necessarily, but a person who edits.

155. **Avocation, vocation.**—A man's vocation is his business or calling; his avocation, the things which take him away from his regular work. A lawyer's *vocation* is the practice of law. If he goes fishing, that is, for the time, his *avocation*.

156. **Awful** means *frightful*, and is applicable to that which fills with awe. We may speak of an *awful* explosion, but should not say an *awful* boy.

157. **Back** is superfluous in such expressions as "They retreated *back*."

158. **Bad.**—Do not say "I have a *bad* cold." Say 'A *severe* cold.' As colds are never good, we should not say they are bad.

159. **Badly.**—Do not say, "I wish very *badly* to do so." Use *very much*, or *greatly*, instead.

160. **Balance** is incorrectly used for *remainder* or *rest* in such expressions as "The *balance* of the day."

161. **Beat** is commonly misused for defeat; as, "He *beat* the other fellow on election day." Beat is also misused for *excelled* or *surpassed* in such expressions as "She *beat* all her classmates."

162. **Beautifully for beautiful.**—Say 'She looked *beautiful*,' not 'beautifully.'

163. **Before, first.**—In the sentence "Before I go, I must *first* be paid," *first* should be omitted.

164. **Below and under,** refer to place. They should not be used in the sense of *less* or *fewer*, referring to an amount or number. Say 'less than fifty,' or 'fewer than fifty.'

165. **Beside, besides.**—*Beside* is a preposition, meaning *place*; as, 'He stood beside me.' *Besides* is an adverb, meaning *in addition to*; as, 'There were two besides me.'

166. **Between.**—Say 'between you and *me*' and not "between you and *I*."

167. **Between each.**—Say 'between the houses,' not "between *each* of the houses." Each means 'one.'

168. **Both** is often misused for *each*; as, "An oak stood on *both* sides of the road." Say 'An oak stood on *each* side of the road.'

169. **Both, each, every.**—*Both* means two and not merely one of them; as, 'Both were rich men.' *Each* means all of any number considered one by one; as, 'Each boy was a good ball player.' *Every* means all of any number considered as composing a group or class; as, 'Every pupil should have a dictionary and use it.'

170. **Bound,** used as an adjective in the sense of *other*, *certain*, or *determined*, is incorrect; as, "He is bound to succeed."

171. *Bountiful* should not be used for *plentiful*, *large*, *abundant*, etc., in such expressions as "a bountiful crop," "a bountiful supply." *Bountiful* refers to the source, not to the supply; as, "Up to the bountiful Giver of life."

172. *Bring*, *fetch*.—*Bring* implies motion in one direction; *fetch*, in two directions. We may say 'Bring me the rake' or 'Go and bring me the rake;' or, in the latter case, we might say 'Fetch me the rake,' since *fetch* implies both going and bringing. Do not say "Go and fetch me the rake," in which sentence *go* would be superfluous.

173. *But for if*.—Say 'I should not wonder *if* that were the case,' not "*but* that were the case."

174. *But that*.—In the sentence "There can be no doubt but that he will succeed," *but* should be omitted. The same is true of *but what*.

175. *Calculate for intend or expect*.—*Calculate* means to compute or reckon, and is incorrectly used in such sentences as "They *calculated* to go to New York."

176. *Can*, *may*.—*May* asks or grants permission; *can* has reference to ability. Say 'May I borrow your book?' 'You may go.' 'I can come.'

177. *Can not* and *cannot*.—When absolute inability is asserted, *cannot* is used; when mere unwillingness is meant, use *can not*. Examples: 'I *cannot* hear as well as I did before.' 'I *can not* tell a lie.'

178. *Captivate*, *capture*.—To *captivate* means to fascinate; to *capture*, to take prisoner.

179. *Champion* should not be used in the general sense of *support*. It should be used when one speaks of being 'Champion of a cause.'

180. *Character* should be distinguished from *reputation*. *Character* is what a person is, and *reputation* is what he is supposed to be.

181. *Chose*, *chosen*.—Say 'He *chose* her in preference to others' and 'She *has chosen* the red silk.'

182. *Clear* is superfluous in 'I read the book *clear* through,' and other similar expressions.

183. *Come*, *came*.—Say 'I *came* to town yesterday' and 'I *have come* from Chicago to see you.'

184. *Compare with*, *compare to*, *contrast*.—Two things are *compared* in order to show the points of resemblance and difference between them; they are *contrasted* in order to show the points of difference only. One thing is *compared* to another to show that the first is like the second; one thing is *compared with* another to show their difference or similarity, especially their difference.

185. *Consequence*, *importance*.—*Consequence* means a result. Say 'It is of no *importance*,' instead of 'It is of no *consequence*.'

186. *Consider* means to think seriously, and is incorrectly used for *think* or *regard* in such sentences as 'I *consider* him an honest man.'

187. *Contemplate* should not be used for *intend* or *expect*. *Contemplate* means to consider, to meditate upon.

188. *Continual*, *continuous*.—*Continual* is used of frequently repeated acts; as, 'Continual dropping wears a stone.' *Continuous*, of uninterrupted action; as, 'The continuous flow of a river.'

189. *Continue on*.—In such expressions as "He continued on thus," "He continued on his journey," *on* is superfluous. It is correct to use the *on* in such expressions as 'He continued on the road.'

190. *Couple of* for *two*.—Say '*two* books,' etc., but two things that are coupled or bound together are a couple; as, 'A *couple of* cars.'

191. **Custom, habit.**—*Custom* refers to the usages of society, or things done by a great number of men; *habit* relates to things done by the individual.

192. **Dead run**, in the expression "He started on a dead run," means simply 'He started on a run.'

193. **Deadly, deathly.**—*Deathly*, in the sense of resembling death, as 'He was *deathly* pale,' is preferable to *deadly*.

194. **Deal.**—Say 'A great deal' in preference to "A good deal," but *much* is better than either.

195. **Decided, decisive.**—A *decided* opinion is a strong one, though it may decide nothing; a *decisive* opinion settles the question at issue. A lawyer may have *decided* views on a case; the judgment of a court is *decisive*.

196. **Depot** should not be used for *station*. *Depot* means a place for storing materials; *station* means a stopping or standing place.

197. **Depreciate** should not be used for *lessen* or *decrease*.

198. **Detect, discriminate.**—To *detect* is to find out; to *discriminate* is to distinguish between.

199. **Did, done.**—Say 'I *did* it,' or 'I *have done* it.'

200. **Die with.**—Persons die *of*, not *with* disease. The disease doesn't die.

201. **Differ with, differ from**, are both correct. *Differ from* should be used when a mere courteous difference of opinion is meant; *differ with*, when there is a positive disagreement, especially when it leads to a quarrel.

202. **Different from** is preferable to *different to* and *different than*.

203. **Direful** is not a good word to use in such an expression as "direful results;" *dreadful*, *terrible*, and *woeful* express the idea intended by 'direful.' *Dire* is the correct form.

204. **Directly for as soon as.**—Say '*As soon as* he came, I told him,' not "*directly* he came."

205. **Disclose, discover.**—To *disclose* is to reveal; to *discover* is to find.

206. **Disremember.**—Say *forget*, not "disremember."

207. **Distinct, distinctly.**—Say 'He speaks *distinctly*,' not "distinct."

208. **Don't, doesn't.**—*Don't* is a contraction of *do not*; *doesn't* of *does not*. Think or speak the two words in full, (*do not* or *does not*), to see if the verb agrees with the subject, and it is easy to decide which should be used.

209. **Double Comparisons.**—Both methods of comparison should not be used at the same time. Say 'This was the *most unkind* cut of all,' or 'This was the *unkindest* cut of all,' but not "This was the most unkindest cut of all."

210. **Double negatives.**—Two negatives make an affirmative. To say "He does not know nothing," means that he knows something. Say 'He does not know anything,' or 'He knows nothing,' if that is what you mean.

211. **Down** is superfluous in such expressions as "It dropped *down*," "He fell *down*."

212. **Drank, drunk.**—Say 'He *drank* eagerly,' 'He *had drunk* three glasses of water.'

213. **Dreadful.**—Do not say you had a *dreadful* or *dreadfully* nice time, nor "It is an *awfully* nice day."

214. **Dry** should not be used for *thirsty*.

215. **Each other, one another.**—*Each other* applies to but two; *one another*, to a larger number.

216. **Either alternative.**—‘He could take either alternative.’ *Alternative* implies a choice, *one* choice. *Either* implies two. Therefore, *either alternative* implies two alternatives, two choices, which is manifestly incorrect.

217. **Either, neither, and both.**—Each of these words applies to but *two* objects, although commonly misused by being applied to three or a greater number. *Either* means ‘one or the other;’ *both* means ‘one and the other;’ *neither* means ‘not one nor the other.’

218. **Empties.**—Instruction in geographies to the contrary, rivers do not “empty” into lakes or oceans; say *flow* or *pour*.

219. **Enthused.**—Some persons speak of being “enthused” over a matter, when they really mean that they are *aroused*, *stirred*, *excited*, or *inspired*.

220. **Equally as well as.**—*Equally* is superfluous and should be omitted from such expressions as “This is equally as good as that.”

221. **Estimate, esteem.**—To *estimate* is ‘to judge the value of;’ to *esteem* is ‘to set a high value on, especially of persons.’

222. **Etc., &c.**—These are both abbreviations of the Latin phrase, *et cetera*, meaning ‘and the rest.’ The sign, *&c.*, is read ‘and so forth’ and should be used only when the meaning is ‘and others like them;’ *etc.* should be read ‘et cetera,’ and used when the meaning is ‘and the rest,’ or ‘and other things not mentioned.’ Never repeat either of these abbreviations; as, *etc., etc.*, or *&c., &c.*

223. **Every, in** such sentences as “We have *every* confidence in him,” is misused for *entire* or *perfect*.

224. **Every thing, everything.**—*Every thing* means ‘each thing;’ *everything* means ‘all taken together;’ as ‘He paid the highest price for *every thing* he bought;’ ‘They sold *everything*.’

225. **Example, problem.**—An *example* is that which is to be followed or imitated; a *problem* is a question proposed for solution.

226. **Existing, extant.**—That is *existing* which has existence; that is *extant* which has escaped the ravages of time, used chiefly in speaking of books, manuscripts, etc.

227. **Expect** is often incorrectly used for *suppose*, *think*, *believe*.

228. **Expose, expound.**—To *expose* is to lay bare to view; to *expound* is to explain the meaning of.

229. **Extend.**—Say ‘He showed me great courtesy,’ not “He extended great courtesy to me.”

230. **Farther, further.**—*Farther* has reference to distance or extent; as, ‘He could go no *farther*.’ *Further* means more; as, ‘I have nothing *further* to say.’

231. **First, last.**—Say ‘The first four’ not “four first;” there can be but one ‘first’ or one ‘last.’

232. **Firstly, secondly, and so forth,** are often improperly used for *first*, *second*, and so forth.

233. **Fix for repair, arrange, and draw,** is improperly used in such expressions as “The lawyer will fix up the papers.” “They fixed the machinery.” *Fix* means ‘to establish.’

234. **Foot for pay.**—When a man says he will foot the bill, he really promises only to add it. What he meant to say was that he would *pay* the bill.

235. **For** should be omitted from such expressions as “He is worth more than you think *for*.”

236. **Forward** is superfluous in “They advanced *forward*,” say simply “They advanced.”

237. **Frightened**, may properly be used in "The locomotive frightened the horse," but it is incorrect to say "The horse frightened at the locomotive."

238. **From** is superfluous before *hence, thence, whence*; as, "From whence does it come?"

239. **Full** is superfluous after *fill*; as, "It was filled *full* with apples."

240. **Funeral obsequies** is as incorrect as "wedding marriage ceremony." Use one of the words only, *funeral* or *obsequies*.

241. **Funny for odd**.—*Funny* means 'comical'; it should not be used in the sense of *strange* or *odd*.

242. **Gent** is a vulgar contraction of the word *gentleman*, and should never be used.

243. **Get over** is incorrectly used for *recover from* in the phrase "to get over an illness."

244. **Good** is often misused for *well*, in such sentences as "He writes good." Say "He writes *well*."

245. **Good music in attendance** should be "Good music will be *furnished* or *provided*."

246. **Got** is superfluous after *have, has, and had*. Say simply "I have a dollar."

247. **Grand** is incorrectly used in such expressions as "It was a grand failure."

248. **Gratuitous** is often misused for *unfounded, unreasonable, or unwarranted*, as "That is a gratuitous assumption."

249. **Grow**, means to increase or pass from one state or condition to another, as 'to grow light,' 'grow dark,' 'grow weary.' What is large cannot properly be said to 'grow' smaller; use *become* instead.

250. **Guess** is a much misused word. Usually when people say they 'guess' this, that, or the other thing, they should say *suppose* or *believe*.

251. **Had have**.—*Have* should never be used after *had*, though *had* may follow *have*. In "Had you *have* kept your promise," *have* should be omitted.

252. **Had ought**.—*Had* is superfluous in the sentence "He *had* ought to go." *Ought* is a defective verb, having no past participle, and so cannot be used with an auxiliary verb.

253. **Had rather, had better**, though common expressions, should be *would rather* and *might better*.

254. **Half**.—Say "Cut it in *halves*" or "Cut it in *two*," not "Cut it in half." There must be two halves.

255. **Hardly, scarcely**.—*Hardly* has reference to degree; *scarcely*, to quantity. Say "They have *scarcely* enough for their own use;" "He is *hardly* able to walk yet." *Don't* and *can't* should not be used with *hardly*.

256. **Head over heels**, in the expression "He is head over heels in work," means nothing unusual, as intended, because that is the proper position for a person at work.

257. **Healthy, healthful, wholesome**.—We may speak of a *healthy* or *unhealthy* person, and of a *healthful* climate. *Wholesome* is applicable to food, water, air, etc.

258. **Heap** should not be used for *very*, or a *great deal*, as in "A heap of work."

259. **Hearty**.—Say "He ate *heartily*" not "He ate a *hearty* meal." It is the eater not the meal that is hearty.

260. **Height, "heighth."**—Say "The tree is fifty feet in *height*" (pronounced h-i-t-e). There is no such word as "heighth."

261. **Help** should not be used for *avoid* or *keep from*; as, "I could not help laughing at him."

262. **Here** and **there** are incorrectly used after *this* and *that*. In the sentence "This *here* book is better than that *there* one," omit *here* and *there*.

263. **House, home.**—A *house* is a building. *Home* means "The abiding place of the affections;" it may or may not be in a house.

264. **How do you do?**—Is criticized by some authorities as incorrect for an inquiry regarding a person's health. It is really asking how the person addressed does something. These authorities would say "How are you?" Other eminent writers do not object to the use of "How do you do?"

265. **Human, humane.**—*Human* denotes what pertains to man, as "human sacrifices;" *humane* means compassionate.

266. **I thought to myself.**—In this expression "to myself" is absurdly superfluous, because this is the only way one can think.

267. **If I was him** should be "If I were he."

268. **Immense**, is improperly used in such expressions as "immense reductions," "immense discounts," etc. *Immense* really means "unlimited."

269. **In** should not be used for *into*. When entrance is denoted, use *into*.

270. **In our midst**, is an abused expression, for the reason that *midst* means nearly the same as *middle*; say "with us" or "among us."

271. **In so far as.**—In such expressions as "In so far as our knowledge goes," *in* should be omitted.

272. **Inaugurate**, is often improperly used for *adopt*, *begin*, *open*, *install*, *establish*. We adopt measures; we begin, open, or establish a business; install pastors; inaugurate presidents, governors, mayors.

273. **Initiate**, is often spoken or written when *begin* is the word that should be used.

274. **Inquire, investigate.**—To *inquire* is "to ask for information;" to *investigate* is "to make a thorough examination."

275. **Its, it is.**—*Its* should be distinguished from *it's*; the latter is a contraction of *it is*, though *'tis* is the authorized contraction.

276. **It, what.**—Instead of "It is true what he says," say "What he says is true."

277. **Lady for wife.**—Say "Mr. — and *wife*," instead of "Mr. — and lady."

278. **Learn, teach.**—*Learn* means "to acquire knowledge;" *teach* means "to impart knowledge;" hence it is incorrect to say "He *learned* me to write," or "I will *learn* you better."

279. **Least.**—In the sentence "Of two evils choose the least," say "the less."

280. **Leave** is incorrectly used in "I shall leave this morning." Leave what? If any thing or place, name it. If you mean "go away," say "I shall go away this morning."

281. **Length, long.**—*Length* is used chiefly of discourses or writings, and implies tediousness; *long* is used of anything that has length.

282. **Less, fewer, smaller.**—*Less* refers to quantity; *fewer*, to number; as "I have less money than he has, but he has fewer friends than I have." *Smaller* refers to size.

283. **Likewise, also.**—*Likewise*, which means "in like manner," is often misused for *also*. *Also* classes together things or qualities; *likewise* couples actions or states of being.

284. **Locate, find.**—*Locate* means to place in a particular position, or to designate the position of, as of a new building, it does not mean to *find*.

285. **Love and like.**—These words should not be used indiscriminately. *Love* implies affection. We may *like* peaches, flowers, to hear someone sing, etc., but we should not speak of *loving* such things.

286. **Majority.**—This word is applicable only to persons. "The *majority* of the time" is incorrect; rather say *the greater part* or *more than half* instead of 'majority.'

287. **Many, much.**—*Many* refers to number; *much* to quantity.

288. **Mighty** is a much misused word in such sentences as "I am mighty glad to see you."

289. **Mind** should not be used for *remember*; as "Do you *mind* the time?"

290. **Mistaken.**—In the sentence "You are mistaken," say *mistake* or *in error*, or *incorrect*. The prefix 'mis' means wrong or bad; as *misuse*, *mislead*, etc. Therefore, *mistaken* really means 'wrongly taken.'

291. **Most for almost.**—In such sentences as "I saw him *most* every day," *most* is incorrectly used for *almost*.

292. **Most for very.**—Say 'It is a *very* (not *most*) melancholy fact.'

293. **Near for nearly.**—Say 'It is not *nearly* so nice' instead of "It is not *near* so nice."

294. **Negatives.**—Two negatives make an affirmative; as, "I don't want no coffee," means I want some coffee. Say, 'I don't want any coffee,' or 'I want no coffee.'

295. **Never, not for.**—Say 'He was *not* for an instant diverted,' instead of "never an instant."

296. **Never, whenever.**—Say 'I never fail to read *when* (not *whenever*) I can get a book.'

297. **New.**—Say 'a pair of *new* boots (not a *new pair* of boots).' This illustrates the misplacing of adjectives. They should be just before the word they modify.

298. **New beginner** should be *beginner* only. When one begins anything, he is new at it.

299. **New, novel.**—That is *new* which is not old; that is *novel*, which is both new and strange.

300. **Nobody else.**—In the phrase "There was *nobody else* but him," omit the 'else.'

301. **Notice.**—Say 'I shall *mention* (not *notice*) a few facts.'

302. **Notwithstanding for although.**—Say '*Although* (not *notwithstanding*) they fought bravely, they were defeated.'

303. **Numerous for many.**—Speak of your '*many* (not *numerous*) friends.'

304. **Observe** is often incorrectly used for *say*. *Observe* means 'to keep carefully, to heed.'

305. **Of** is sometimes incorrectly used for *have* after *might*, *could*, *would*, *should*, or *ought to*, as "You might *of* gone with us."

306. **Of** is superfluous after *admit*, *accept*, *recollect*, and *remember*, as "The case was too plain to admit *of* doubt."

307. **Of all others.**—Such sentences as "This habit is *of all others* the hardest to break up," are incorrect because a thing cannot be one of all others.

308. **On** is superfluous in 'continue on;' *continue* includes the idea of *on*.

309. **On, upon**, in many connections are interchangeable; in others, not. *On* means merely 'over or resting on a thing;' *upon* conveys the idea of motion, as 'The boy climbed *upon* the wagon;' 'He rode *on* the wagon.'

310. **On every hand**.—Instead of this, say *on each hand*, *on either hand*, *both hands*, or *on every side*.

311. **Ought, aught**.—Say 'For *ought* (not *ought*) I know.' *Aught* means anything; *ought* implies obligation. Say 'I *ought* to go.'

312. **Over**.—Say 'He went *across* (not *over*) the bridge.' A bird may fly 'over' a bridge.

313. **Over, above**, like *below* and *under*, have reference to place. They are often incorrectly used for *more than*. Do not say "He lives *above* a mile away."

314. **Overflown, overflowed**.—*Flown* is a form of the verb *fly*; *flowed*, of the verb *flow*. "The river has *overflown* the country" should be 'The river has *overflowed* the country.'

315. **Own** means to possess and should not be used for *admit*, or *confess*, as "I *own* he was right." Say 'I confess he was right.'

316. **Partake for eat**.—*Partake* means to take a part, and is often misused for the simple word *eat*; as "He *partook* of his breakfast in silence."

317. **Partially for partly**.—When anything is done in part, it is *partly* (not *partially*) done.

318. **Particle** means the smallest possible part of a material substance. Do not say "I did not get a *particle* of rest last night." *Any* is the word to use.

319. **Party for person, man, or woman**.—*Party* means a number of persons, or one person who takes part with others in anything. We may speak of a man's being '*party* to a crime,' or of his being 'one of the *parties* to a contract,' but do not say "the *party* who called on me."

320. **Past** is often incorrectly used for *by*, as "I went *past* his house." *Past* may be used when there is no object; as, 'The bullets whistled *past*.'

321. **Patrons for customers**.—*Patron* means 'one who supports, favors, protects, or gives aid to another.' This word should not be used for *customers*, as is quite common in this country.

322. **Pell-mell** implies a crowd, and should never be applied to one person; as, "He rushed out of the house *pell-mell*."

323. **People for persons**.—*People* means a body of persons taken collectively, a nation. Say, 'A great many *persons* (not *people*) were there.'

324. **Perambulate** is often misused for *walk* or *stroll*, by those who have a fondness for big words to express little ideas.

325. **Persuade, advise**.—To *persuade* is 'to convince;' to *advise* is 'to give counsel or information.'

326. **Plenty** is incorrectly used for *plentiful*, in such sentences as "Peaches are *plenty* this year."

327. **Pocket-handkerchief**.—The word *pocket* is superfluous, just as 'hand' is in 'neck-handkerchief.' The latter should be *neck-kerchief*.

328. **Portion for part**.—Do not say "a portion of the time" or "a portion of the city;" *part* is the word to use. A portion is a part set aside for a special purpose, or to be considered by itself.

329. **Post for inform**.—Say 'You should *inform* (not *post*) yourself on that point.' *Post* smacks of the shop; as, 'to post the ledger.'

330. **Powerful weak**.—"He was *powerful weak* after his long sickness." This seems to mean a strong weakness; better say *very*.

331. **Practicable, practical.**—That is *practicable* which can be done; that is *practical* which is not theoretical only, as 'a practicable plan,' 'a practical printer.'

332. **Previous, previously.**—Say 'He wrote me *previously* (not *previous*) to his going.'

333. **Prominent, eminent.**—*Prominent* means conspicuous; *eminent* means 'distinguished in rank or character.'

334. **Promise for assure.**—Say 'I *assure* (not *promise*) you that he will do the right thing.'

335. **Proven for proved.**—We might as well say 'loven;' as "Ephraim has *proven* that he has *loven* Susan."

336. **Quantity, number.**—*Quantity* has reference to that which may be weighed or measured; *number* to that which is counted.

337. **Quite a few, quite a little.**—The word *quite* is superfluous in such expressions as "We have *quite* a few of them."

338. **Raise, lower.**—These words are incorrectly used in such sentences as "He has *raised* the rent," "They *lowered* his wages."

339. **Real** is often incorrectly used for *really*, *very*, or *quite*; as "I am *real* glad to see you."

340. **Recollect, remember.**—These words are not synonymous. We may be able to recollect (re-collect) what we do not at the moment remember. "I cannot remember" and "I recollect when it happened," are incorrect.

341. **Recommend** is incorrectly used for *advise*, *suggest*, or *request*, in such sentences as "The committee *recommends* it."

342. **Remunerate, reimburse.**—*Remunerate* means 'to pay, to reward;' *reimburse*, 'to pay back, to restore.' We *remunerate* a man for services rendered, or *reimburse* him for expenses he has incurred for us.

343. **Repulse, repel.**—*Repulse* usually implies hostility; *repel* is a military term. We *repulse* an enemy or an assailant; we *repel* an officious person.

344. **Reputable for respectable.**—One's *reputation* may be either good or bad, hence, to say of a man that he is a *reputable* person is very indefinite.

345. **Resurrect, resurrected.**—Do not use this word as a transitive verb; it is a sacrilegious distortion of the idea of resurrection. *Resurrection* is a noun, meaning a rising again from the dead. There is no such verb as *resurrect*.

346. **Retire** has a clear meaning, and well defined uses, not one of which is in the sense of 'going to bed.' If you are going to bed, say so.

347. **Return back.**—Say 'After a week's absence he *returned* (not *returned back*.)'

348. **Right, wrong.**—In the sentences, "That is *very* right," "That is *very* wrong," omit *very*.'

349. **Round, square.**—These words should not be compared. If a thing is round it cannot be any "rounder," or if it is square it cannot be "more square." One thing may be 'more nearly round' than another if neither of them is round.

350. **Same** is superfluous in "He is the *same* man I saw yesterday," and similar sentences.

351. **Scissors, snuffers, tongs, trousers, etc.,** denoting articles which are paired or coupled, are plural and take a plural verb. Say 'The scissors *are* (not *is*) dull.'

352. **See for saw or have seen.**—Say 'I *saw* him,' or 'I *have seen* him.'

353. **Section** is often misused for *part*, *region*, *neighborhood*, *vicinity*.

354. **Seldom or ever** (or *never*).—This phrase should be '*seldom, if ever.*'
355. **Settle** is often misused for *pay*, in speaking of accounts.
356. **Since for ago**.—Say 'He visited us about two weeks *ago* (not *since*).'
357. **Sit and set**.—*Sit* means to rest, to be in a position of rest, or to be in session, as of a court; *set* means action, to put a thing in place, to appoint, as to set a day for doing something. We set apart, set aside, set about, and set down some article, or in writing. We sit on a chair, on a horse; we sit up and sit down. We set a hen, and a hen sits on eggs. We should say, therefore, 'as cross as a sitting hen.'
358. **Some for somewhat**.—Say 'I am *somewhat* (not *some*) tired.'
359. **Some time and sometime**.—In writing of an indefinite time, use *sometime*, but of a length of time, use *some time*; as, 'I will tell you *sometime*,' 'It will take *some time* to finish.'
360. **Sooner for rather**.—Say 'I would *rather* (not *sooner*) go than not.'
361. **Splendid**.—This word means possessing or displaying splendor; shining; being brilliant; hence, it is proper to speak of 'a splendid sunset,' 'a splendid diamond,' but incorrect to speak of "a splendid cup of coffee," "a splendid apple," or to say that anything is done splendidly. To say "perfectly splendid" is still worse.
362. **State for say**.—If a man merely says a thing, let us say that he *says* it, and not use the word "state."
363. **Stop and stay**.—*Stop* means 'to halt, quit going;' *stay*, 'to remain at a place for a length of time.' A train may *stop* at each station, but the length of time it *stays* will probably vary. Do not speak of stopping at a hotel for several days or weeks. *Stop* is instantaneous; *stay* may continue indefinitely.
364. **Such a for so** is a common error. Say 'I never saw *so* large an apple.'
365. **Table-board**, if not incorrect, is a droll combination of words, for 'board' and 'table' in this sense mean practically the same.
366. **Take** is incorrectly used for *charge* after 'how much' in such expressions as "How much will you *take*?" It is misused for *lead* or *direct* in such sentences as "This road will *take* you to town."
367. **Talk for speak**.—Say 'He *speaks* (not *talks*) German.'
368. **Team**.—Do not call a carriage and horses a *team*. A team is 'two horses harnessed together,' whether they are hitched to a carriage or to a tree.
369. **Terrible**.—This word should never be used in such expressions as "I am in a *terrible* hurry."
370. **Therefore, so**.—In the sense of 'for this reason,' *therefore* is preferable to *so*, since *so* has other meanings.
371. **Together** is superfluous after *talk*, *converse*, *correspond*, *connect*, *unite*, and similar words; as, "We talked *together* over the matter."
372. **Too much**.—"It is not best to eat *too much* before going to bed." Of course it is not best to eat *too much* at any time. "Too much dissipation caused his death." Any dissipation is *too much*.
373. **Transpire for happen or take place**.—If the phrase 'leak out' (become known) can be put in place of the word *transpire* in the sentence, its use is correct. If the phrase 'take place' can be substituted without changing the meaning of the sentence, its use is wrong.
374. **Try for make**.—Say 'Make (not *try*) the experiment.'
375. **Turn for pour**.—Say 'Pour (not *turn*) the coffee.'

376. **Veracity and truth.**—*Veracity* is applicable to persons only; *truth*, to things. We may doubt the *truth* of a story because we doubt the *veracity* or truthfulness of the teller.

377. **Verdict, testimony.**—A *verdict* is a decision made by a number of men acting as a single body; *testimony* is an expression of individual knowledge or belief. Say, "Mr. Jones' *testimony* (not *verdict*) is, that hunting is a dangerous pastime."

378. **Went, gone.**—Never use 'went' after 'have;' say 'He *went*,' or 'He would *have gone*.'

379. **What for, why.**—Say '*Why* did you do that?' not "what for."

380. **Which, who, or whom.**—Say 'The man *whom* you saw,' but of an animal 'The horse *which* you saw.' *Who*, *whose*, *whom* refer to persons; *which*, to things or animals.

381. **Whole** is superfluous after 'throughout' in "Throughout his *whole* life he was consistent."

382. **Who for whom.**—Say 'Do you know to *whom* this cane belongs?' not "Do you know *who* this cane belongs to?" Do not use the subject form *who* for the object form *whom*.

383. **Widow woman.**—*Widow* means a woman who has lost her husband and has not married again; hence, the word 'woman' after it is superfluous.

384. **Without for unless.**—Say 'They would not come *unless* (not *without*) we made them a definite offer.' *Except* is also sometimes similarly misused for 'unless.'

385. **Witness for see or behold.**—*Witness* means to attest, or bear testimony from personal knowledge; therefore, we may *witness* a deed, be an eye *witness*, etc., but should not speak of having *witnessed* a game of ball.

386. **Worse for more.**—Say 'I want to see him *more* (not *worse*) than ever.'

CAPITALS.

387. A common fault, in letters as well as in other kinds of composition, is the improper use or omission of capital letters. Full instruction has been given on the preceding pages as to capitalization of the heading, introduction, close, and superscription, and the following rules will enable any one to avoid errors in the body of a letter. Careful observation of the use of capitals in standard books and papers is also an excellent way of learning the correct use of capitals. It is allowable and customary, in writing sums of money, especially in the body of a check, draft, or note, to use capitals to begin every noun; as, 'One Thousand Four Hundred Seventy-five Dollars.' It is also allowable in headings, advertisements, or titles of books, to capitalize important words.

Instruction has been given for the capitalization of the heading, introduction, close and superscription of letters; sums of money; head-lines; advertisements, and title pages. In all other cases, apply the following rules:

CAPITAL LETTERS SHOULD BE USED

TO BEGIN:

388. **Every sentence and every line of poetry.**

389. **Every quotation forming a sentence; as,**
Pope says, "Hope dwells eternal in the human breast."

390. **All words denoting the Deity and words meaning Heaven; as,**
'Trust in Providence,' 'Christ,' 'Son of God,' 'Paradise.' It is also well to capitalize all personal pronouns referring to the Deity; as, 'Trust in *Him* and *He* will give you strength.'

391. **The names of persons and places, and all other proper nouns and titles; as,**

'Ben Hur was written by Gen'l Lew Wallace, of Crawfordsville, Ind.'

The words *street, road, lake, river, mountain*, should begin with capitals when used in connection with proper names.

Words denoting family relations, such as *father, mother, sister, brother, cousin, aunt*, should not be capitalized,—except when preceding the name.

392. **Names of city, county, state and national official bodies, departments of the government, and official titles of public officers, when these titles precede the name of the officer; as,**

City Council, Infirmary Directors, State Legislature, Interior Department; Minister to Russia, Governor Bushnell, Mayor Lowe, Sheriff McKee, Justice Newton, Clerk Jones, etc. In speaking of a sheriff, a constable, a policeman, a justice of the peace, a mayor, etc., without the name, these words should not be capitalized.

393. **Names of all organized bodies, companies, and political organizations; as,**

The Odd Fellows, The Practical Text Book Co., National Guard. The official names of officers of societies and of railroads (president, secretary, etc.) should not be capitalized unless immediately preceding a name.

394. **Proper adjectives, the names of all religious sects, all political parties, and adjectives or verbs derived from them; as,**

The American people; Baptist; Republican; the Congregational church; the Republican party; Americanize.

395. **Names of peoples and languages; as,**
French, English, Chinese, American, Latin, Hebrew, Greek.

396. **Names of things spoken of as persons, and of especially important things, events, or bodies of men; as,**

"Upon this, *Fancy* began to bestir herself;" Declaration of Independence; the Reformation; National Republican Convention.

397. **Names of the months, days of the week, holidays, and names of streets.**

Names of the seasons (spring, summer, autumn, winter) should not begin with capitals, unless they are personified.

398. **The pronoun I, and interjection O should be capitalized.**

O should be used in direct address, and *oh* in expressions of pain, pleasure, surprise. The latter should not be capitalized unless it begins a sentence.

399. **Words denoting certain regions; as,**

Transatlantic, the North, the South, the East, the West, and their corresponding adjectives, when applied to divisions of a country; as, the North of Africa, Southern Ohio, Pacific Coast. When these words refer to points of the compass, they should not be capitalized; as, 'He lives *west* of here.'

400. **The words State and Territory where referring to one of the United States.**

These words should not be capitalized in 'church and state,' 'state rights,' and similar expressions.

401. **Words used to indicate the Bible directly; as,**

The Scriptures, Gospel of Luke, etc., but not in "to preach the gospel," "scriptural doctrine," etc.

402. **Names of important buildings and localities; as,**

The Public Library; the High School; Central Market; the Penitentiary; but not jail, prison, or post office, because commonly spoken of in a general sense; nor high school, penitentiary, etc., when used in a general way; as, 'our high schools.'

PUNCTUATION.

403. **PUNCTUATION** (from the Latin *Punctum*, a point) is the art of dividing written composition by means of points to make it correctly express the desired meaning. Punctuation was not generally known until about 1600 A. D., after the invention of the art of printing. Punctuation cannot be made a mere mechanical process, and it is hardly possible to give rules that will apply in all cases. Intelligent punctuation is possible only to those who understand analysis of sentences.

The proper punctuation of the heading, introduction, and close of letters is given in the chapters devoted to those subjects and in the accompanying models. The instruction following will enable any one to punctuate correctly the body of the letter or other composition.

404. Should not be neglected.—Some persons write so carelessly and hurriedly that they almost entirely neglect the use of punctuation marks. Letters, as well as other written documents, should be carefully punctuated. If the punctuation be omitted, or incorrectly done, the meaning of a sentence is often entirely changed.

405. Importance.—The importance of the subject makes it worthy of careful study and practice, by any one who would write a good and intelligible letter. Sometimes serious or ludicrous mistakes occur by the careless misplacing or omission of punctuation points.

John Quincy Adams once gained a law suit involving \$50,000, the decision of which turned on the position of a comma.

The Tariff Act passed by the XLIIId Congress provided that fruit plants, and certain other commodities, should be admitted free of duty. In engrossing or printing the Act, a comma was inserted between fruit and plants, consequently, "all fruits," and "all plants" were put upon the "free list," and this mistake, (if mistake it was) cost the United States about \$2,000,000. A special Act of Congress was necessary to get rid of that comma.

A toast at a public dinner was, "Woman; without her, man would be a savage." The next day it appeared in print, "Woman, without her man, would be a savage."

The following notice was once read in church: "John Brown having gone to sea (see) his wife, desires the prayers of the congregation in his behalf." The comma should have been placed after the word *sea*.

Punctuate the following lines so as to make them express a fact:

Every lady in the land
Has twenty nails upon each hand
Five and twenty on hands and feet
This is true without deceit.

AN EPITAPH—PUNCTUATE TO SUIT.

He is an old and experienced man in vice and wickedness he is never found opposing the words of iniquity he takes delight in the downfall of the neighbors he never rejoices in the prosperity of any of his fellow creatures he is always ready to assist in destroying the peace of society he takes no pleasure in serving the Lord he is uncommonly diligent in sowing discord among his friends and acquaintances he takes no pride in laboring to promote the cause of Christianity he has not been negligent in endeavoring to stigmatize all public teachers he makes no exertions to subdue his evil passions he strives hard to build up Satan's kingdom he lends no aid to the support of the Gospel among the heathen he contributes largely to the evil adversary he pays no attention to good advice he gives great heed to the devil he will never go to heaven he must go where he will receive the just recompense of his reward.

RULES FOR PUNCTUATION.

PUNCTUATION MARKS.

406. The following are the marks used in punctuating :

Comma (,)	Colon (:)
Marks of Parenthesis ()	Period (.)
Dash (—)	Interrogation (?)
Brackets []	Exclamation (!)
Semicolon (;)	Quotation Marks (" ")

407. In this work, the aim has been to give only those rules that will be found of practical every-day use. The frequency of the comma as a mark of punctuation, and the variety of its uses, make it advisable to formulate a series of rules under which those uses may be grouped.

408. The **comma** indicates the slightest degree of separation between the parts of a sentence.

409. **RULE 1.**—Introductory words, attendant elements, intermediate expressions, and parenthetical words and phrases, should be separated from the rest of the sentence by commas.

Note 1.—With the "introductory words" may be classed those words that are "independent by direct address;" as, *Mr. Smith*, can you come? You, *sir*, are the man. Come, *Henry*. Also such words as *yes*, *no*, *first*, *second*, *therefore*, *however*, when used merely to introduce a statement. Of the introductory words, *that*, *it*, and *there*, and the introductory conjunctions, *as*, *since*, *though*, etc., do not come under this rule.

Note 2.—*Attendant Elements.* These are constructions in which the noun is sometimes said to be independent with the participle, one of the "absolute" constructions; as, *'The sun having set*, we returned.'

(a) When the pleonastic use of a word is more formal, being used as a title or as the subject of a discourse, it is followed by the colon; as, "Heaven: What is It and Where is It?"

Note 3.—*Parenthetical words and phrases* are those not essential to the meaning of the sentence in which they stand. Examples: "I will, *however*, keep the matter in mind." "We are, *in fact*, only beginning to feel its effects upon our business."

The following list contains those words and phrases most commonly used in a parenthetical way: therefore, then, however, perhaps, namely, indeed, too, surely, finally, moreover, accordingly, nevertheless, in short, in fact, in fine, in truth, in reality, in brief, in a word, so to speak, no doubt, to be brief, to be sure, after all, of course, in the first place, in the second place, etc.

Note 4.—*Intermediate expressions* are clauses and expressions not exactly parenthetical in character, yet so placed as to come between some of the essential parts of a sentence; as, for instance, between the subject and predicate. Example: "Truth, *like gold*, shines brighter by collision." Under this head may be placed those constructions known as "nouns in apposition," or "explanatory modifiers," which, together with their modifiers, should be separated from the rest of the sentence by commas; as, "Paul, the great apostle, was a man of energy." When the noun in apposition is unmodified or closely

connected, no comma is required; as, "Paul the apostle preached to the Gentiles." Titles following names are appositive and should be separated from the name, and (in case of more than one title) from each other by commas; as, James Hill, Esq.; Rev. Noah Porter, D.D., LL. D.

410. RULE 2.—Words, phrases, and clauses, forming a series and having the same construction, should be separated from each other by commas, unless all the conjunctions are given.

This rule has a variety of applications which, for convenience, may be examined under the following heads:

411. Words.—Words forming a series admit the four following cases :

(a) When a conjunction is used between each two of the words, no commas are required; as, "Industry and honesty and temperance and frugality are among the cardinal virtues."

(b) When all the conjunctions but the last are omitted, a comma should be placed after each of the words excepting the last one; as, "Industry, honesty, temperance, and frugality are among the cardinal virtues."

(c) All the conjunctions may be omitted, in which case commas should be used, and a comma should be placed after the last word in the series, to separate it from what follows; as, "Industry, honesty, temperance, frugality, are among the cardinal virtues."

(d) When there are an even number of words, four or more, each alternate conjunction may be omitted, leaving the words in pairs; as, "Industry and honesty, temperance and frugality, are among the cardinal virtues."

412. Modified Words and Phrases.—Expressions consisting of phrases or principal words and their modifiers, when forming a series, admit the four cases given above for single words.

Examples: Pure thoughts, good deeds, and noble aspirations elevate a man. Love for study, a desire to do right, and carefulness in choosing our companions are important traits of character.

413. Co-ordinate Clauses.—Simple co-ordinate members of a compound sentence, closely connected in thought, admit cases (b) and (c) for *words*, and should be punctuated accordingly.

Example: Speak as you mean, do as you profess, [and] perform what you promise.

414. RULE 3.—Inverted phrases and clauses, and phrases and clauses not closely connected with the words they modify, should be separated from the rest of the sentence by commas.

Note 1.—An "inverted" phrase or clause is one that stands at the beginning of a sentence instead of following the word it modifies: thus, "To supply the deficiency, he resorted to a shameful trick." In this sentence, *To supply the deficiency* modifies "trick," and if it followed that word, no comma would be required.

All sentences beginning with subordinate conjunctions contain inverted clauses. The most common are those beginning with *if* or *when*: as, "If you are in a hurry, you need not wait for us." "When a man ceases to go up, he begins to go down."

Note 2.—It is not always possible to place phrases and clauses next the words they limit, for the reason that two or more phrases or clauses may modify the same word. Phrases and clauses that are thus separated from their antecedent words should be preceded by the comma. When a phrase or a clause is the antecedent of a relative pronoun, the pronoun should be preceded by a comma. For example, 'They met in the hall, at three o'clock, to do the work.' "'Give me liberty or give me death," which are the words of Patrick Henry, is a familiar quotation.

415. RULE 4.—The omission of the verb in a sentence or clause should be indicated by a comma.

Note.—This omission of the verb is what is known as "ellipsis," and may occur in two ways: 1. For emphasis, or mere rhetorical effect in short sentences; 2. By giving it in the first of a series of brief sentences and omitting it in the rest of them to avoid repetition. Examples: England's friend, Ireland's foe. (Meaning, "England's friend is Ireland's foe.") "Reading maketh a full man; conference, a ready man; writing, an exact man."

416. RULE 5.—In dating, addressing, and directing letters, if two or more items occupy the same line, they should be separated from each other by commas.

This rule is illustrated by the following models:

Argos, Ind., Jan. 8, 1892.

Miss Ida A. Irwin,

Newtown, Conn.

Note.—The "items" in the date line are: 1. Post office; 2. County (if the place be small); 3. State; 4. Month and day; 5. Year. When one of these items is abbreviated (as is often the case with the State and month), both a period and a comma should be used, the former for the abbreviation and the latter because it belongs there when the word is written in full.

417. RULE 6.—Short quotations should be preceded by a comma, if they make complete sense.

Example: His last words were, "Don't give up the ship."

418. RULE 7.—Commas are used to separate the figures of large numbers into periods of three figures each.

Examples: \$36,578; 9,235,768; 3,563,847.91.

419. RULE 8.—The adjective clause, when it is not restrictive, should be set off by a comma.

Examples: I saw the man *who was hurt*. (restrictive.) I saw Jno. Lane, who was sick. (non-restrictive.)

Note.—In the first example, the clause, "*who was hurt*," points out a particular man, and thus restricts or limits. In the second example, the language implies, and the punctuation shows, that we are supposed to know Jno. Lane, and that the following clause is not required to distinguish this Jno. Lane from some other Jno. Lane. So, an adjective clause is restrictive when it is used to point out clearly one name from a class of similar names; as, one apple from many apples; one man from many men, etc.

420. RULE 9.—Adverb clauses, unless they closely follow and restrict the word they modify, should be set off by commas.

Examples: 'Glass bends easily *when it is hot.*' (Follows and restricts.) 'I will not say he is a fool, because it would be too uncomplimentary.' (Follows, but does not restrict.) 'When you come, I will go.' (Restricts, but it does not follow.)

421. **RULE 10.**—The members of a compound sentence, when short and closely connected, are separated by commas.

Example: 'Poverty may not be dishonorable, but it is very inconvenient.' [See Note 3, under Rule 2.]

422. **RULE 11.**—The members of a compound predicate, if long, and especially, if differently modified, are separated by commas.

Example: 'Washington fortified Dorchester Heights, and drove Howe from Boston.'

Remark.—Their use being similar to the parenthetical use of the comma, the dash, marks of parenthesis, and brackets are introduced at this point.

423. **The dash.**—Dashes are used :

1. When the parenthetical expression has not so close a connection with the rest of the sentence as would be indicated by commas; as, 'The statement may be true—I am not prepared to dispute it—that he is guilty.'

2. When there is a sudden break or transition in the thought; as, 'In the next place—but I will not discuss the matter further.'

3. To mark the omission of letters or figures; as, Mrs. W—n. The city of C—d. Matthew IX:1-14. Pages 48-52. 1776-79.

4. After *as*, *namely*, etc., when the enumeration or statement thus introduced begins on the next line; also to separate the name of an author from an extract from his writings; as—

The man that blushes is not quite a brute.—*Young*.

Remark.—Many persons, being ignorant of the rules for punctuating, make a weak effort to conceal their ignorance by throwing dashes into their writing in an indiscriminate way. This habit is to be condemned, and young writers, particularly, should guard against it.

424. **Marks of Parenthesis** are used to enclose explanatory words, or expressions having little or no connection with the rest of the sentence.

Note.—'If a point would be required between the parts of a sentence, in case no parenthesis were there, then, when the parenthesis is inserted, said point should be inserted also, and should be placed after the second mark of parenthesis; as, 'Pride, in some disguise or other, is the most ordinary spring of action.' 'Pride, in some disguise or other (often a secret to the proud man himself), is the most ordinary spring of action.' If the parenthetical part requires, at the end, a point of its own, this point should come inside of the last mark of parenthesis, and the point belonging to the main sentence should come before the first mark of parenthesis; as, 'While the Christian desires the approbation of his fellow-men, (and why should he not desire it?) he disdains to obtain their good-will by dishonorable means.' "Say not in thine heart, 'Who shall ascend into heaven? (that is, to bring Christ down from above;) or, who shall descend into the deep? (that is, to bring up Christ again from the dead;) but what saith it?"' [This applies to points used in connection with the dash and brackets.]—*Hart's Rhetoric*.

(a) One frequent use of the marks of parenthesis is to enclose figures and letters referring to a note, rule, paragraph, section, remark, or page, to which attention is called.

(b) Marks of parenthesis are used to enclose an amount or number in figures, when it is also written in words.

Examples: Ship us twenty (20) bushels of apples by freight. Enclosed find twenty dollars (\$20) to apply on account.

425. **Brackets** are similar to marks of parenthesis, but are restricted in their use to enclose matter that is independent of the sentence in which it occurs; such as interpolations, notes, corrections, or explanations, made by authors in quoting from others, and by editors, when they introduce words of their own into matter furnished by contributors.

426. A **semicolon** should be used :

1. Just before such words as *namely, as, thus, viz., i. e.*, introducing an illustration or enumeration.

Example: The word "knowledge," strictly employed, implies three things; namely, truth, proof, and conviction.

When the words following one of these expressions are thrown into the body of a sentence, in a parenthetical way, no semicolon is required. [See Note 3, Rule 1, for comma.]

2. After each item in a series of specific statements; as, for instance, a list of articles where prices or qualifying expressions are used; names of authors or their works; dates or any list of numbers intended to be taken separately.

Example: We quote the following prices: No. 2, \$1.00; fair to medium, 90 cts.; No. 3, dull at 80 cts.; poorer grades not in demand.

3. To separate closely connected simple sentences when the conjunction is omitted; and to separate the members of compound sentences when one or more of the members contain commas, especially when the commas indicate the omission of the verb. The rule itself furnishes an illustration.

427. The **colon** should be used :

1. Between figures designating hours and minutes; as, 9:10 A. M.; 7:45 P. M.

2. After the salutation at the beginning of a letter; as, Sir:, Gentlemen: In such cases, it is often followed by a dash.

3. Before an enumeration of articles or parts introduced by such expressions as "the following" "as follows" (or 'as follow'); also after the word "Example," when capitalized.

4. After a formal introduction to a speech, or lengthy quotation; as, His reply was this: "America has millions for defense, but not one cent for tribute."

Note.—Formerly the colon was used in the following ways: 1. To separate closely connected sentences; 2. To separate from a sentence, complete in itself, an additional clause of inference or explanation, the connecting word (usually

for, but, or yet) being omitted; as,—Apply yourself to study [for]: it will redound to your honor. 3. To divide long sentences whose members themselves were separated by semicolons. [For examples of first and third uses, see Twenty-third Psalm.] These uses of the colon are not regarded now, except by very careful writers in the higher types of literature. In ordinary writing, the semicolon has taken the place of the colon in the first and second uses mentioned above (the connecting word being used); while the period has taken its place in the third, making two sentences instead of one.

428. The period should be used in the following places:

1. At the close of all assertive and imperative sentences.
2. After all abbreviations; as, Co., Mass., Dr., Mdse., U. S. A.
3. As a decimal point, and after the denominations of Sterling money; as, \$4.50; \$35,627.89; £19. 3s. 4d.
4. After letters used as numerals, and after figures used to number paragraphs, notes, remarks, questions, or any list of particulars; as, (IX.), (Rule I.), (See § 10.), (Remark 3, p. 16.), (p. 4, Vol. 2.).
5. After headings and titles, and after dates and signatures to letters and other documents; also at the close of the address at the beginning of a letter, and after the last item in the direction on the envelope or package.

429. The interrogation is used at the close of direct questions:

Examples: Can you come to see us? Will they furnish them at that price?

Note 1.—An interrogation should be used after an interrogative phrase or clause that is repeated in the body of a declarative sentence; as, "The question, 'What do we live for?' is a solemn one." [This applies also to the mark of exclamation.]

Note 2.—Usually, the interrogation is equivalent to a period, but not always. Sometimes the interrogative clause occurs in the middle of a sentence, while at other times the sentence is composed of a series of questions, so that the interrogation may be equivalent to a comma or semicolon. It is important that the writer should know to what the interrogation is equivalent, as upon this depends whether the next word shall begin with a capital. The way to determine this is to change the questions into affirmative form. If, by doing this, the questions are resolved into independent statements, the interrogation is equivalent to a period; but if the expressions appear as a series of phrases or clauses, requiring the comma or semicolon for their punctuation, the interrogation is equivalent to one or the other of these marks, and the next word should not begin with a capital.

Examples: 1. Shall a man gain the favor of heaven by impiety? by falsehood? by murder? by theft? Affirmatively: A man can not obtain the favor of heaven by impiety, by falsehood, by murder, by theft. (Equivalent to commas).

2. Who will heed his absurd claim? who will be influenced by his misrepresentations? Affirmatively: No one will heed his absurd claim; no one will be influenced by his misrepresentations. (Equivalent to the semicolon).

430. The exclamation is used after words, phrases, or sentences expressing strong emotion.

Examples: O Absalom! O God! O my child! Alas! I am undone. Oh, where shall rest be found! Oh! Where shall rest be found?

431. **Quotation marks** are used to show that the words enclosed by them are the exact words of another writer or speaker.

Note 1.—When one quotation is contained within another, it should be indicated by single marks. Should the contained quotation come at the end of the sentence, three apostrophes should be used after it.

Examples: He began by saying, "The old proverb, 'Well begun is half done,' contains an important truth." The speaker replied, "In the words of the immortal Lawrence, I would say, 'Don't give up the ship.'"

Note 2.—A period, colon, semicolon, or comma after the last word of a quotation is placed before the quotation marks. Other punctuation marks are placed before the quotation marks, if they are part of the quotation, and after them if they are used to punctuate the sentence.

OTHER MARKS USED IN WRITING AND PRINTING.

432. The **apostrophe** is used :

1. To mark the omission of a letter or syllable; as, o'er, ne'er, 'tis, they'll.
2. To mark the omission of the century in dates; as, '89, '92.
3. With the *s* to indicate the plural of a letter, figure, or sign; as, 6's, b's.

There is good authority for the use of either of the following rules. Learn *one*, and then use it always.

4. To show possession, add the apostrophe and *s* to all nouns that do not end in *s*; to them, add the apostrophe only; as, cord's length; hat's rim; hats' rims (more than one hat, *hats*); James' lesson; Moses' life, etc.; or,

5. To show possession, add the apostrophe and *s* to all nouns except plurals that end in *s*; as, cord's length; hat's rim; hats' rims; James's lesson; Moses's life, etc.

433. The **hyphen** is used between the parts of compound words, and at the end of a line to indicate that a word is divided.

It is not always easy to decide whether the hyphen should be used to indicate the compounding of two words. The following directions are abridged from an article written by a practical printer, and published in the *National Educator*:

1. When two nouns come together and the second one implies the act of containing the first, a hyphen is used to connect them; thus, wood-box, paper-box, glass-box, ice-house; when, however, the first noun indicates the material of which the second is made, no hyphen should be used; as, wood box, paper box, glass box, ice house. Notice the difference between *wood-box* and *wood box*, etc.

2. When two adjectives stand before a noun and the first one belongs rather to the second than to the noun itself, the hyphen should be used between the adjectives; as, red-haired boy, eight-day clocks, ten-cent toys, six-inch wheels. The omission of the hyphen from these words changes the meaning to a red boy with hair, eight clocks each running one day, ten toys each worth one cent, six wheels each one inch in size, etc.

3. Sometimes two words of the same part-of-speech are connected by the word *and*, the three forming an adjective; thus, up-and-down motion, cut-and-slash fury. If the two adjectives qualify the noun equally, no hyphen is necessary. If we speak of a shipping-case, for instance, we use a hyphen, and so in retailing-case; but if both words, "shipping and retailing," come before the word "case," no hyphen should be used; as, shipping and retailing case.

4. A participial adjective coming before a noun, indicating the general or habitual use of the noun, should have a hyphen; as, printing-press, sewing-machine. A printing press is a press which is just now printing, but a printing-press is used for printing in general, though at this instant it may be perfectly still. So with writing machine, writing-machine, etc.

434. To the above may be added the following specific statements:

1. Two numerals expressing a compound number should be united by a hyphen; as, twenty-one, thirty-six, etc.

2. The word "fold," when annexed to a numeral of more than one syllable, is separated from it by a hyphen; as, twenty-fold, sixty-fold, etc., but if the numeral has but one syllable, no hyphen is used; as, twofold, fourfold.

3. When fractions are expressed in words instead of figures, a hyphen should separate the two parts; as, one-half, three-fourths, etc.

4. The words "half" and "quarter," when prefixed to a noun, should be separated from it by a hyphen; as, half-dollar, quarter-pound, etc.

5. A phrase used as an epithet or as a modifier is compounded, and the hyphen used; as, a 'never-to-be-forgotten' event; a 'flower-bedecked' meadow, an 'I-am-surprised' expression of countenance.

6. When compounds are formed by the union of a possessive and the noun limited, if the meaning is literal, both possessive sign and the hyphen disappear; thus, tradesman, doomsday, ratsbane. When these same terms have not a literal meaning, as hound's-tongue, bear's-foot, or wolf's-bane,—names of plants, both possessive sign and hyphen are retained.

7. When the compound term is used as an adjective, both the possessive sign and the hyphen are retained, as in the expressions, 'a camel's-hair shawl,' 'neat's-foot oil,' 'a bird's-eye view.'

8. Prefixes, or similar parts, are not consolidated with the rest of the word if they stand before a capital letter, and the hyphen is used to separate them; thus, pre-Adamite, ex-President, Anglo-Saxon, anti-Democratic.

9. The hyphen is used also to preserve the separate sense of the parts of a compound term, as in electro-magnetism, vice-admiral, hydro-carbon.

10. The words today, tonight, and tomorrow are written, in the leading dictionaries, both with and without the hyphen. But the tendency, in practice, is to drop it, and we recommend that these words be written without a hyphen.

11. Usually, though not always, when two words are compounded, and each one retains its original accent, a hyphen should be used; as, snow-shoe,

\$156⁰⁰ Jamestown, N. Y. June 16, 1897.

Received of James Long, One Hundred and Fifty-six ⁰⁰/₁₀₀ Dollars in full of all demands to date.

Homer D. Kennedy.

\$100⁰⁰ Cleveland, O. June 17, 1897.

One year after date I promise to pay J. C. Morris, or order, One Hundred Dollars with interest at six per cent. Value received.

D. A. Manning.

\$750⁰⁰ Emporia, Kans., June 1, 1897

Ten days after date pay to the order of Hammond & Co. Seven Hundred Fifty ⁰⁰/₁₀₀ Dollars, value received, and charge to the account of

To Arthur Miller. Amos King.

New York, N. Y.

MISCELLANEOUS HINTS.

438. If a letter is worth writing, it is worth writing carefully.—Do not write anonymous letters.—Avoid writing with pencil, or with ink of any other color than black.—Do not fill a letter with apologies and repetitions.—As a rule, private matters should not be mentioned in business letters.—Do not hesitate to write of the commonplace things in social correspondence; it is usually the small things of every-day life that prove most interesting in such letters.—Always mention the amount, when you enclose a check or other remittance, and do not say "*Please* find enclosed"; omit the 'please.' Say 'please' only when you make a request that may or may not be granted.—Avoid all errors, erasures, interlineations, and blots, even if it be necessary to re-write the letter.—Do not write with a lead pencil unless absolutely unavoidable.—Begin a new paragraph when you commence to write about an entirely new subject.—Avoid the repetition of words in the same sentence or sentences near each other; use another word with the same meaning.

439. **Complete letter-writers** are books giving model letters, so-called, on all subjects. Some young persons fall into the habit of copying these almost word for word, instead of writing original letters. This is a bad practice; it is better to send a poorly constructed letter, of which you are the author, than a copied 'model.'

A young man who copied and used such a letter proposing marriage, received a reply saying, "You will find my answer on the next page." It was a polite refusal.

440. **Date of letter answered.**—In answering a business letter, always mention its date; as, 'Your letter of the 5th inst. is at hand.' This may save your correspondent much time, as it is usually necessary for him to refer to his previous letter on the same subject.

441. **Enclosing a stamp.**—In writing to a person on a subject that does not directly interest him, and concerns only yourself, you should always enclose a stamp if you desire an answer. Do not expect a person to spend his time and pay postage besides, when writing about something that interests only yourself.

A single stamp enclosed should be fastened to the paper, so it may not drop out and be lost when the letter is opened. This may be done by sticking the gummed margin that is usually connected

with the outer row of a sheet of stamps; by cutting two slits near together in the paper, with a pen-knife, or by sticking one corner of a stamp to the paper. The first two methods are preferable, as by the last, one corner of the stamp may be torn when it is removed.

442. **Remittances.**--In opening letters containing a remittance, always count the money, at once, or notice carefully the amount of a check, draft, or other form of remittance, to see whether it agrees with the sum mentioned, and make a memorandum of the amount on the letter or envelope.

443. **Figures.**—As a rule, figures should not be used in the body of a letter, except in writing dates and sums of money. However, if many numbers are to be written in a letter, much time may be saved, both in the writing and in the reading, by expressing them in figures. A sum should not be written in words in one place in the letter, and figures in another, where used in the same sense.

444. **Answers.**—Nearly every letter should be answered, if it be not insulting. Such letters may be ignored, or returned; it is usually better to return them. Letters requiring an answer, should be answered promptly. In fact, prompt people are usually the most successful in business. The answer will ordinarily correspond in style to the letter answered, being written upon the same subject.

445. **Recapitulation.**—It is well in the beginning of a business letter to refer to the subject and date of the letter to which it is an answer. This will call to the mind of your correspondent his letter to you, and perhaps save him time in looking up the subject; besides, your letters then, when filed, are something of a history of the transaction.

446. **Care of letters.**—Answered and unanswered letters should be kept separate. An answered letter on an important subject should always be filed for future reference. There are many systems of filing now used in business. If you employ no better method, the letters may be simply folded to a uniform size; and, on one end of the back, the name of the writer, date of its receipt, and date of answer may be written. It is also well to indicate briefly the subject of the communication. This will often save time in opening a letter and reading it.

447. **Copying letters.**—It is well to preserve copies of all important letters. The plan most used by business men is to make letter-press copies, which gives a *fac-simile*. If the letter be dictated to a stenographer, his shorthand notes may be preserved. Some firms have a carbon copy made when the letter is typewritten, and file it with the letter to which it is an answer.

448. **Beginning and ending.**—Social and private letters should begin in an easy and natural way. Business letters may be a little more formal or abrupt in the beginning. The former should generally close with some expression of affection or compliment, in addition to the complimentary close. Such expressions are often a part of the last sentence; as, 'Wishing you continued success, I am, Yours sincerely;' 'Looking forward, with pleasure, to an early interview, I am, Yours cordially;' 'Trusting your trip may prove both pleasurable and profitable, I am, Yours respectfully.'

449. **Care in writing.**—As a rule, it is better not to write a letter when excited or angry. More care should be used in this respect in writing than in speaking. Words spoken may soon be forgotten, but what is *written* may be kept as a record against us for years. For this reason, it is wise to wait until one can soberly decide just what it is best to write.

450. **Truthfulness.**—In writing, as in talking, we should always be strictly truthful. Untruthfulness often leads to unfair dealing and possibly to crime, while strict truthfulness and honesty in small, as well as in large, things, gains the confidence of others, and is best as a matter of policy, if for no higher motive. True and lasting success comes only from honor and strict integrity.

451. **The right envelope.**—Great care should be taken to see that one uses the right envelope for each letter. As soon as an envelope is directed, if the writer does not immediately insert the letter, he should place it under the flap of the envelope. If these letters are to be folded later by a clerk, he should pick them up one at a time and glance at the name in the letter and on the envelope, before folding, to see that they are the same.

452. **Junior and Senior.**—The abbreviations for these words are *Jr.* or *Jun.*, and *Sr.* or *Sen.* The former is used by the son, and the latter by the father, when both have the same name. The son

usually discontinues the use of '*Jr.*' upon the death of his father. The abbreviation should immediately follow the name. It does not take the place of any title, and it should begin with a capital.

453. Paging.—If a letter consists of more than one sheet, the leaves should be paged and arranged in proper order. The initials of the person written to, and the date in figures, (as, *H. T. L. — 2-14-'98*) should be written at the top of each sheet, except the first, in addition to the figure giving the number of the page.

454. Postal Cards.—The superscription of a postal card should be the same as that of an envelope. On the opposite side should be the address and date in full, the body of the message, and the signature. The salutation and complimentary close should be omitted. Postal cards are unmailable if anything but the direction be written on the face side, and nothing may be pasted upon, or attached in any way to, a postal card. Important or private matters should never be written on postal cards.

455. Abbreviations, quotations, and contractions should be used sparingly in letters. Life is short, but long enough to write words in full in letters. Do not write such contractions as 'don't,' 'can't,' 'isn't,' etc. Spell out all words in full instead of contracting, and do not write '&' for *and*. If any abbreviations are used, employ the forms that are accepted by common usage. Never abbreviate words that are not ordinarily abbreviated. In very formal correspondence, titles, given names, states, and all words that might ordinarily be abbreviated, should be spelled out in full. No proper name should be abbreviated; as, Balto. for Baltimore; Phila. for Philadelphia, and N. O. for New Orleans. When two abbreviations identical in form come together, as 'Main St.,' 'St. Louis,' one of the words should be spelled out in full. An apostrophe may be used to mark the omission of a letter or letters from a word (as o'er, ne'er), when the word is said to be contracted; or, a period should follow the abbreviation. The apostrophe and period should not both be used in connection with the same word. Do not abbreviate an abbreviation, as "Mess." for *Messrs.*; "Ad." for *Adv.*, etc. A few abbreviations of personal names are allowable in ordinary correspondence, because of very long use; such as, Chas., Jas., Wm., Thos., and some others; but, in reading such abbreviations,

pronounce them as you do the full name. Do not use an apostrophe to indicate an abbreviation; as, "Cha's," but write it *Chas.* (with a period after the abbreviation). Names should be spelled in full in formal correspondence.

456. **Courtesy.**—Be courteous in correspondence as well as in conversation. This has proved an important element in the success of many persons. With some, it is their capital and stock in trade. It has made the fortune of many a man. Other things being equal, we all prefer to do business with the man who is agreeable and courteous in his dealings; and these qualities, therefore, increase his business. What is true of conversation applies also to business done through the medium of correspondence.

457. **Instant, ultimo, proximo.**—*Instant* is almost always used in the abbreviated form 'inst.'. In correspondence, it means 'present month.' *Ultimo*, abbreviated 'ult.' or 'ulto.', in correspondence, means 'the month last past.' *Proximo*, abbreviated 'prox.', means, in correspondence, 'next' or 'coming month'. These abbreviations are most used in letters to refer to the date of the letter one is answering.

458. **Spelling.**—If you are in the least doubt as to the spelling of a word, look it up in the dictionary before writing it. The writing of letters may be made a constant education in spelling and composition, if one is careful to do his best, and interested in avoiding all kinds of mistakes. Many errors are made through carelessness. Do not be satisfied to send out a letter if you are in doubt as to the construction of any sentence or the spelling of any word.

459. **Errors in Letters.**—Never send a letter marred by blots, erasures, or corrections. Re-write as often as necessary to make it perfect. This applies especially to business letters. The future of many a person has been made or marred by care or carelessness in these essential details. Even in writing to intimate friends or relatives there should be enough respect due to prevent the sending of any but a neatly prepared letter. Errors in spelling, use of capitals, or in language, show a lack of education, and these are excusable only in persons who find bliss in ignorance and believe "'Tis folly to be wise."

460. **Underlining.**—Emphasis is indicated in type by italics, but in writing or typewritten work by underscoring. Underlining should be done very sparingly, for much of it weakens, rather than adds emphasis.

461. **Long Sentences.**—Avoid frequent use of the words *but* and *and*. Make shorter sentences, and the use of these words will be unnecessary.

462. **Postscript**, from the Latin, *Post-scriptum*, is almost always abbreviated *P. S.* It should follow the signature, and it should begin as far to the right of the left margin as do the paragraphs. The ordinary and obvious use of the postscript is to add an after-thought to the letter. It is frequently used, however, for emphasis and this use is often very effective; for illustration, a common-place letter upon an unimportant subject may be written to make the occasion of bringing in as a postscript a point that could not be made the main subject of a letter. The signature, if any, to a postscript should be only the initials of the writer.

Try to say what you desire to say in the body of a letter and avoid postscripts. Sometimes they are useful, but the frequent use of postscripts lessens their power for any special service. Never write a message of affection, congratulation, or condolence as a postscript, for what might be a compliment or comfort in the body of the letter may prove an insult if written as a postscript.

463. **Nota Bene** means 'Note Well' and is abbreviated *N. B.* Like the postscript, it should follow the signature of the letter, and may come before or after the postscript; that is, it may qualify either the letter or the postscript. Its first and most important use is to call special attention to something that the writer thinks his correspondent may fail to notice or appreciate. The *Nota Bene* may have a postscript, but should never have a *Nota Bene*.

464. **Indorsement of Letters.**—Business letters are often referred to a third person, in which case it is customary to write 'Respectfully submitted', 'Respectfully referred to ——— for ———', closing with the signature, and giving the date of reference, either with rubber stamp or pen.

465. **Sealing.**—All letters, except formal notes, should be carefully sealed. Care should be taken not to soil the envelope. In

sealing an ordinary gummed envelope, it is well to place a blotter or clean sheet of paper over the envelope instead of having the hand come in contact with it. Ladies often seal their social letters with wax, using a seal on which their initial or initials have been engraved. Letters of recommendation, introduction, and some formal notes, when delivered personally, should not be sealed.

466. **Address.**—One should always be very careful to give his full address accurately, especially in letters on important matters. Many letters remain unanswered because of the writer's lack of care in this respect.

467. **Hasty Answers.**—One should not answer a letter while angry, nor, as a rule, when he is inclined to say severe things. It is better to wait, when probably the style of the letter will be entirely changed. Words hastily spoken, and letters written in haste or anger, one usually would like later to recall. Most letters which seem to give ample provocation for a sharp reply might better be unanswered. Hasty or vindictive words make enemies and endanger business, while kind words make and hold friends.

468. **Promptness.**—All business letters should be answered promptly. The man who always remits promptly and answers letters promptly is likely to please his correspondents, and this helps one's business. The degree of promptness required in answering social letters depends upon one's relations to his correspondent.

469. **Present.**—The word "Present" was formerly often written on the envelope of formal letters delivered by a messenger, but its use has now become nearly or quite obsolete.

470. **Friendship and Business** should not be mixed in letters. Ordinarily it would not be objectionable to use the same envelope for both, but the letters should be written on different sheets.

471. **Dunning Letters.**—Two points should be kept in view in writing letters urging the payment of money; one, to obtain the money, the other, to avoid giving offense to the customer. Such a letter should be plain and business-like, not abrupt nor dictatorial, nor worded in a way to put the debtor into a spirit of resentment. The letter should rather be written in a friendly tone, and so worded that it will not offend. Oftentimes a complimentary and exceptionally friendly letter may induce one to pay when other means would

have failed. An appeal to one's honor may, in some cases, prove effective. Threats and harsh words will hardly accomplish the desired object in any case. If the debtor has property, however, so that the claim is legally collectible, a threat of appeal to the law may induce payment when urgent and friendly letters have failed.

472. **Titles.**—Read what is said of titles on pages 216 and 228. Never use both of two such titles as 'Mr.' and 'Esquire' (a common error); if you use one, omit the other. Persons of good taste do not use titles in signing letters. *Rev.*, *Hon.*, *Prof.*, etc., are prefixed by others to the names of those entitled to them, but no one should write such a title before his own name.

473. **Length of Business Letters.**—Business letters, as a rule, should be short and to the point. Even if the writer have time at his command to write long letters, the one to whom he writes might be much better pleased with short communications. A busy man of business, who each day receives a large number of letters that must be answered, does not have time nor inclination to read long essays, when the business in hand could be expressed in few words. In some cases, however, a long letter may be more pleasing to the recipient and better for the writer, because it accomplishes what a short letter would not. It is necessary to go into detail when writing upon some subjects, even in connection with business, and letters soliciting business may often very properly be written at some length. A letter giving an order, acknowledging receipt of a remittance, and most other business letters need not be long. At the same time, they may be courteous and pleasing to the one who reads them.

474. **Order of pages.**—In recent years it has become, among certain classes, the fashion to write upon the first page, skip to the third, return to the second, skip to the fourth, etc. It is an absurd, as well as an annoying, practice, and should be discouraged.

475. **Heading at end of a letter.**—The custom of writing the date at the lower left corner, is, to say the least, annoying to those who desire to note at once the date of the letter. It is better not to indulge in any eccentricities in such matters. For people who have nothing else to do, it may be allowable; but busy people do not have time to look in unusual places for headings, addresses, signatures, etc.

476. Signatures.—While every word in a letter should be plainly written, especial care should be taken in writing the name, that there may be no possible question as to how it is spelled. Signing the name hurriedly, with lack of care, may cause much loss of time on the part of the reader, who is not familiar with the name, and he may not even then be able to spell it correctly. Sometimes a signature is so illegible that it becomes necessary to cut out the name and paste it on the envelope of the answer, trusting to the post office experts, or the postmaster at the office of delivery, to read it.

In writing to a stranger, a woman should sign her name so as to indicate her sex, also whether she be married or single. If single, she may write the title "Miss" in parenthesis, before her name; and, if married, she should write the title "Mrs." in the same way.

Every letter should be signed. It is astonishing how many letters are mailed without any signature, especially typewritten letters. So many unsigned letters are sent that some firms have printed blanks, which they fill out and mail to the postmaster of the office at which the letter was mailed, informing him that a letter has been received from his office containing so much money, if that be the fact, and that no name was signed to the letter. Postmasters are requested to ascertain, if possible, who mailed the letter, and in many cases they are able, in this way, to learn the name of the writer. All of this trouble and loss of time is caused by the lack of a very little care on the part of the writer, and it is not certain, even then, that his identity will be revealed.

477. Paragraphing.—A paragraph should include the sentences that have a much closer relation to each other than to those that precede or follow. For example: if, after giving directions as to shipping goods, the writer complain of delay in filling a previous order, this complaint should form the subject of a new paragraph. The number of paragraphs to use depends entirely upon the sense. A letter may have few or many.

Paragraphs are useful in marking the divisions of the writer's thought, and thus securing the reader's attention, by emphasizing the different points presented. When a letter is answered, the different topics in it are less likely to be overlooked if each be the subject of a separate paragraph.

LETTERS OF INTRODUCTION.

478. A LETTER OF INTRODUCTION is one written for the purpose of introducing a person to a friend or acquaintance, and is commonly used only when a personal introduction is inconvenient. There are two kinds of letters of introduction, *social* and *business*. The following general suggestions will apply to both classes :

479. **Be careful whom you introduce.**—Do not introduce any one socially, with whom you think your friend would not like to associate. By introducing an improper person to a business acquaintance you may do the latter a great injustice.

480. **Should be short.**—Letters of introduction should be short, as they are usually delivered in person, and it is embarrassing to wait for the reading of a long letter.

481. **Praise.**—One may use the language of cordial friendship, but extravagant eulogy is out of place in written as well as in oral introductions. It is possible to do your friend an injustice by over-praising him, as well as by failing to state his real merits.

482. **Should not be sealed.**—A letter of introduction should always be delivered unsealed to the one introduced that he may see its contents, if he so desire.

A BUSINESS LETTER OF INTRODUCTION.

Messrs. A. Burt & Co., St. Louis, Mo.	Dayton, Ohio, Nov. 4, '98.
Gentlemen :—This will introduce to you our friend and former bookkeeper, Mr. Chas. D. Ranney, who visits your city to engage in the hardware business. He is a capable, energetic, honorable gentleman, and will, we are confident, be very successful in his new venture.	
Any courtesies you may show him will be duly appreciated by	
Yours very truly,	
Smith & Brown.	

483. **The superscription.**—The envelope address of a letter of introduction is the same as if it were sent by mail, except that the words, 'Introducing ——' are written in the lower left corner, as on the envelope in Model 6.

484. **Delivery.**—The proper way to deliver a letter of introduction is to send it to the person to whom it is addressed, with the name and address of the person introduced. The former should then call on the latter and offer his hospitality.

In most cases, however, especially if it be a business letter of introduction, the bearer presents the letter in person. Care should be taken to present it at a time when it will cause the least inconvenience to the person addressed.

LETTERS OF APPLICATION.

485. By this heading we mean letters applying for employment. In such a letter, state your qualifications clearly, modestly, and in a business-like tone. Answer all particulars mentioned in the advertisement. Do not send the originals of testimonials in applying for a situation, but copy each testimonial on a separate sheet, marked "Copy" at the top of the page. As the success of the applicant often depends entirely upon his letter, careful attention should be given to the following :

486. **Should be carefully written.**—The writer's letter of application is often the only evidence of his fitness for a position; therefore, great care should be taken in the writing and in the wording of the letter. Numerous advertisements seen in the papers close with the words, "Apply in your own handwriting," showing the importance that business men place upon good penmanship. Read your letter over carefully before sending, and if you see any way in which the wording might be improved, or find a single mistake, the letter should by all means be re-written.

487. **Your success** in securing the place may depend upon slight extra trouble on your part in writing the letter. If the position be an important one, you will be almost sure to fail in securing it, unless your letter of application be carefully written.

488. **Wording of the letter.**—The applicant should usually state what his education has been; what experience he has had in business, if any; his age; habits; qualifications, etc., and give any general information concerning himself which he thinks would interest the person addressed. It is well to enclose copies of letters of

recommendation, if he have such. While the applicant should state his qualifications clearly, it is equally important that he state them modestly as well.

A SPECIMEN LETTER.

<p>Mr. E. R. Harvey, City.</p> <p>Dear Sir :—In reply to your advertisement in this morning's Star, I hereby apply for a position in your office. I am eighteen years old and a graduate of our High School, and Business College.</p> <p>I can refer you, by permission, to the principal of either school; also to Mr. C. A. Frost, in whose office I was employed one year.</p> <p>Hoping to receive a favorable reply, I am,</p> <p style="text-align: right;">Very respectfully, Charles Deering.</p>	<p style="text-align: right;">Washington, D. C., Jan. 2, '98.</p>
--	---

LETTERS OF CREDIT.

489. A LETTER OF CREDIT is one in which the writer loans credit to another ; that is, he guarantees the payment of a certain sum in case the person asking credit fail to pay.

490. *In Style*, it closely resembles a letter of introduction. The model below is a good sample of letters of this class.

SPECIMEN LETTER.

<p>Messrs. Root & McBride Bros., Cleveland, O.</p> <p>Gentlemen :—Please allow the bearer, Mr. James C. Ranney, credit for any goods he may wish, to an amount not exceeding \$1,500, on four months' time, and I will be responsible to you for the prompt payment of the same.</p> <p>Should he make any purchases of you on account of this letter, please notify me of the amount, and in case of failure in payment of the account when due, notify me immediately.</p> <p>Mr. Ranney's signature.* <i>James C. Ranney.</i></p>	<p style="text-align: right;">Andover, O., Sept. 8, 1898.</p> <p style="text-align: right;">Yours truly, Chas. A. Hubbard.</p>
--	--

*If the bearer be not known to the party of whom credit is asked, the letter should contain his signature.

LETTERS OF RECOMMENDATION.

491. A RECOMMENDATION is sometimes given in a letter of introduction, but is generally a separate letter. Great care should be exercised in giving letters of recommendation. Do not recommend any one too highly and never recommend an unworthy person; innocent persons may suffer by placing confidence in what is said in a letter that over-praises.

The value of a letter of recommendation depends largely upon the character and standing of the writer, and the letter should show on its face that it is written with perfect candor, and that the writer is impartial in his opinions. One who has already gained the confidence of others in his good judgment, will not, of course, risk losing that confidence by recommending unworthy persons or speaking too highly of others. Kind-hearted persons often do themselves great injury rather than refuse to give a letter of recommendation, or by failing to state the exact facts. A too highly-colored letter of recommendation not only injures the one who writes it, through the loss of confidence in him, of which it is pretty sure to be the cause, but rarely, if ever, really benefits the person in whose favor it is written. No one should expect or ask for more in a letter of recommendation, and it ought to be the pride of every man who writes such a letter, to feel that his letter will have weight because it is known that he commends only the deserving and the competent, and recommends truthfully.

Recommendations may be special or general. Special letters are addressed like ordinary letters, to some person, while the other class should be addressed in a general way "To whom it may concern," or "To the public," etc.

The following are examples of the two classes:

A GENERAL LETTER OF RECOMMENDATION.

New Orleans, La., July 1, 1898.

To whom it may concern:

This to certify that Mr. Charles A. Scott has been in our employment during the past three years. He is a faithful, hard working, and reliable young man, and we take pleasure in recommending him to anyone in need of such services as he can render.

Respectfully,
John C. Brown & Co.

A SPECIAL LETTER OF RECOMMENDATION.

123 E. 14th St., New York,

January 14, 1898.

Mr. E. A. Hammond,
Chicago, Ill.

Dear Sir:

The bearer of this letter, Miss Millie Humphreys, visits your city to find employment as an amanuensis. She has been with us during the past three years, has given excellent satisfaction, and only leaves our employment because she has friends in Chicago, and prefers a residence in that city.

Miss Humphreys writes shorthand rapidly, and makes an excellent transcript on either the Remington typewriter or the Caligraph.

If you can aid her in securing employment, it will be a special favor to her as well as to us.

Very truly yours,

J. C. Williams & Co.

LETTERS ACKNOWLEDGING RECEIPT
OF MONEY.

492. A RECEIPT should always be sent for money received in a letter. This receipt may be embodied in a letter, or it may be separate; in either case, the amount received should be stated, and, also, the account or thing for which it was received. The receipt, of course, should be sent promptly, that one may know his remittance has been received.

SPECIMEN LETTERS.

Cleveland, O., Jan. 1, 1898.

Messrs. Samuel Morgan & Co.,
San Francisco, Cal.

Gentlemen,—Your favor of the 25th ult., enclosing New York draft for \$26.30 in payment of your account, came duly to hand.

Thanking you for promptness in remitting, and hoping to receive further orders from you, we are,

Very respectfully yours,

S. C. Brown & Co.

Nashville, Tenn., June 3, 1897.

The M.^cIntosh-Huntington Co.,

Cleveland, O.

Gentlemen:

Please send us the following
by Express:

Two doz King Axes @ \$5. —

Three „ Disston Saws „ 20.50

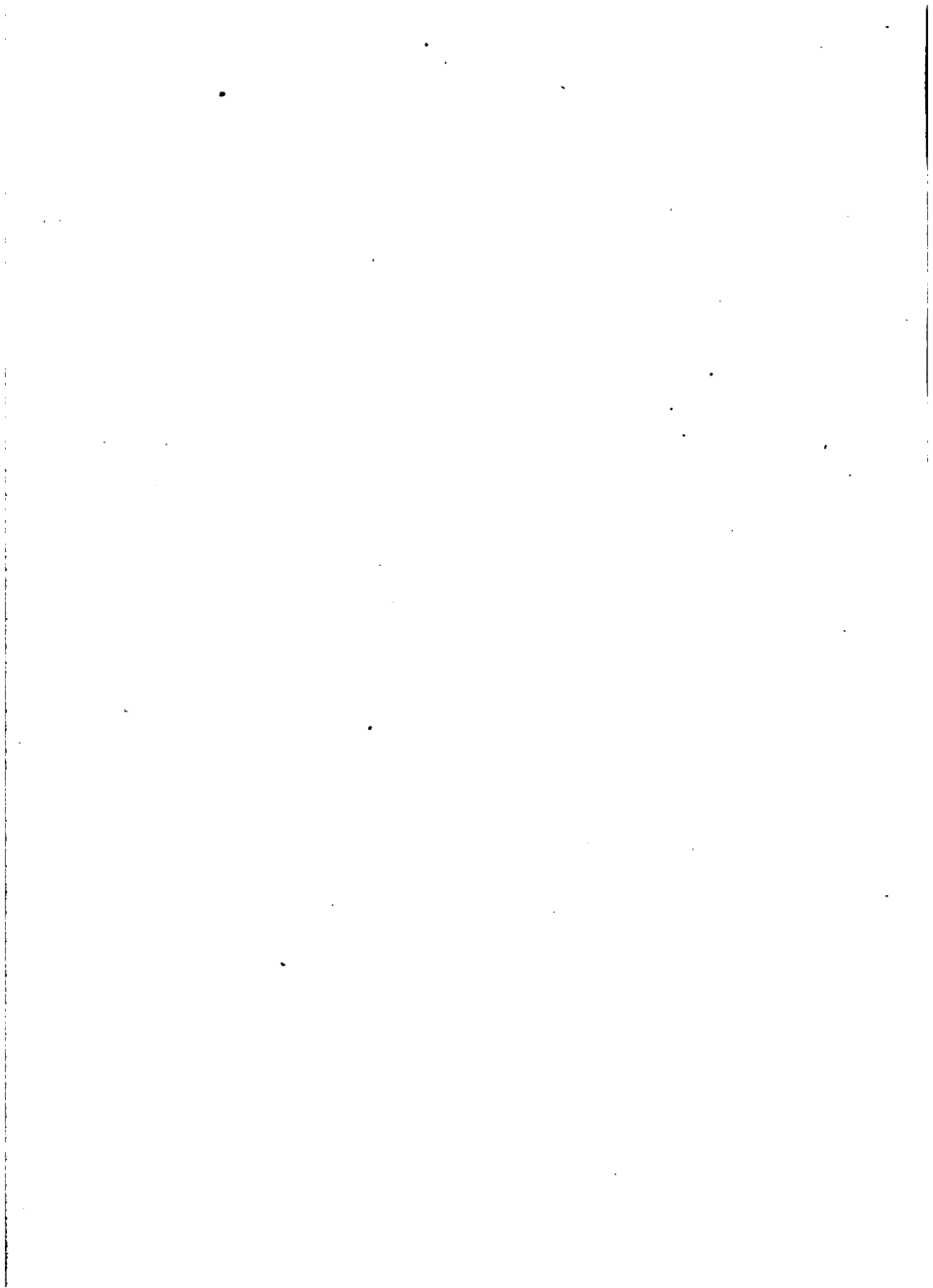
Five „ Washita Whetstones „ .75

Four „ Wostenholm Knives „ 8. —

and draw at sight for amt of invoice.

Yours respectfully,

Chas Adams & Co.



Some firms use a printed form similar to the following, for such purposes, in which case it is only necessary to fill the blank spaces:

<p>OFFICE OF J. H. HAMMOND & CO., 85 Main Street. Buffalo, N. Y.,.....189.....</p>	
<p>.....</p>	
<p>Dear Sir:</p>	
<p>Your favor enclosing.....</p>	
<p>for \$..... duly received, for which please accept our thanks.</p>	
<p>Yours very truly,</p>	

LETTERS ORDERING GOODS.

493. A LETTER ORDERING GOODS should contain very few words, except the order, unless there are some special instructions to be given. The order may be embraced in the body of the letter, or may be written on a separate sheet. If the list of goods be written in the letter, it is well to make a separate line for each item, beginning these lines directly under one another and to the right of the marginal line of the letter, as in the following model:

<p>American Book Co., 806 Broadway, New York, N. Y.</p>	<p>Detroit, Mich., Oct. 1, 1898.</p>
<p>Gentlemen:—Send at once, by American Express, the following goods:</p>	
<p>25 sets Spencerian New Standard Copy Slips,</p>	
<p>50 gross Spencerian Pens No. 1, in gross boxes,</p>	
<p>4 gross Oblique Penholders.</p>	
<p>Please bill at 60 days, as heretofore.</p>	
<p>Yours very truly, John Jones.</p>	

In ordering any kind of goods, write distinctly just what is wanted, so that there may be no error in filling your order. Unless the party knows from your previous orders the conveyance by which you wish the goods shipped, it is well to state your preference.

494. **Goods sent C. O. D.**—Packages are often sent by express, C. O. D. (collect on delivery). In such cases, the bill is payable to the Express Company on delivery of the goods. Packages on which a small amount is to be collected, or packages to strangers, or to customers whose financial standing is in question, are often shipped in this way. Ordinarily the person receiving a C. O. D. package pays the express charges on the goods, and also pays for returning the money. The Express Company collects the return charges of the shipper, unless he has written on his invoice, or envelope containing the same, the words 'Collect return charges;' or the word 'and' may be written before the printed words "... Return charges." Some Express Companies have words to the same effect printed on their C. O. D. envelopes.

LETTERS ENCLOSING A REMITTANCE.

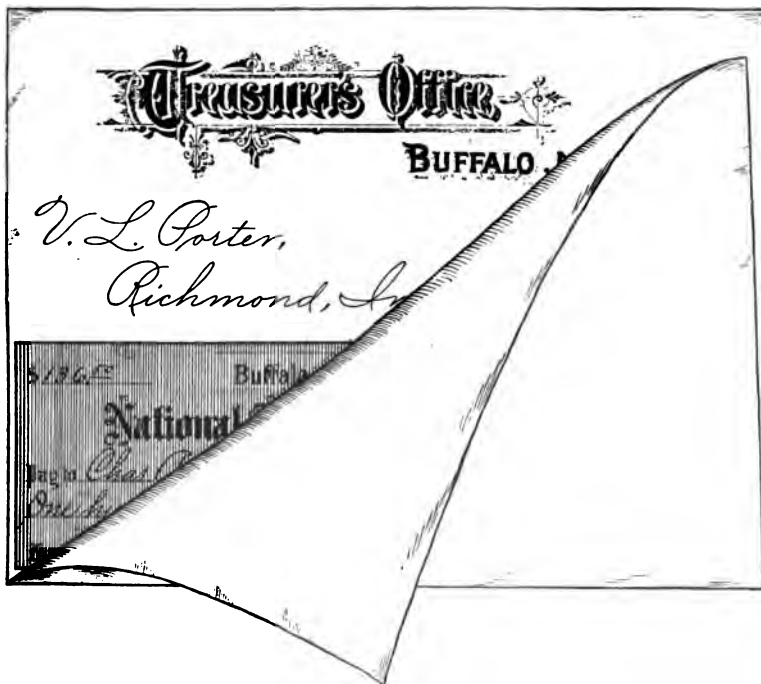
495. It is not generally considered safe to enclose currency or silver in a letter. The more common ways of remitting are by bank draft, check, post office money order, express money order, and registered letter.

496. **Checks.**—Most business houses, at the present day, pay nearly all of their local bills by bank checks. Checks were not sent so out of town correspondents formerly, as the receiver usually had to pay for their collection, but now firms remit their checks in payment of bills to persons in all parts of the country, doing a regular banking business. In such cases the receiver deposits them the same as drafts, and usually without having to pay for their collection.

497. **Drafts.**—Bank drafts, usually New York or Chicago Exchange, may be purchased of your local bank. This is perhaps the safest and most convenient way of remitting money. Banks do not like to issue drafts for sums less than \$5, and for smaller amounts, post office or express money orders or postal notes may be purchased.

498. **To order.**—A draft or check should always be made "to order," unless the person to whom it is given makes a special request otherwise; it may then be made "to bearer," to save him the trouble of identification. If the draft or check be made *to order*, it is necessary for the payee to endorse it before he can collect the same, and it then becomes to the payer a receipt for the amount.

499. **Folding the enclosure.**—It is better to fold a draft, check, or money order with the letter; this makes the best fold for it, and it is not so likely to drop out unnoticed when the letter is opened. If the letter be on note paper, place the remittance lengthwise of it before folding; if letter size, put the enclosure in after folding once, then give to both letter and enclosure the other two folds.



THE ABOVE ILLUSTRATION SHOWS HOW TO ENCLOSE A CHECK, DRAFT, ETC., IN A BUSINESS LETTER.

500. **Endorsement.**—A draft or check should always be endorsed across the left end; then, as the bank clerk turns the paper over with his right hand, the endorsement is right side up and at the top

of the check. If endorsed across the right side, the clerk will have to turn the check end for end to read the endorsement.

501. **Money orders.**—Money orders are issued by the post office department on all the principal post offices in the United States, at the following rates:

Orders for sums not exceeding \$	2.50	3 cents.
Over \$	2.50 and not exceeding \$	5.00 5 cents.
Over \$	5.00 and not exceeding \$	10.00 8 cents.
Over \$	10.00 and not exceeding \$	20.00 10 cents.
Over \$	20.00 and not exceeding \$	30.00 12 cents.
Over \$	30.00 and not exceeding \$	40.00 15 cents.
Over \$	40.00 and not exceeding \$	50.00 18 cents.
Over \$	50.00 and not exceeding \$	60.00 20 cents.
Over \$	60.00 and not exceeding \$	75.00 25 cents.
Over \$	75.00 and not exceeding \$	100.00 30 cents.

The remitter who desires to relieve the payee or his indorsee or attorney from the inconvenience of proving identity at the office of payment, by the testimony of another person, may do so, *at his own risk*, by signing the required form.

The maximum amount for which a single money order may be issued at an office designated as a "Money Order Office" is \$100, and at an office designated as a "Limited Money Order Office," \$5. When a larger sum is to be sent, additional orders must be obtained. But postmasters are instructed to refuse to issue in one day to the same remitter, and in favor of the same payee, on any one post office of the fourth class, money orders amounting in the aggregate to more than \$300, as such office might not have funds sufficient for immediate payment of any large amount. Fractions of a cent are not to be introduced.

These are made "to order" and the receiver must be identified before he can collect them. This, therefore, is a very safe way of remitting money.

502. **Express orders.**—The principal express companies now issue money orders payable either "to order" or "to bearer" at the following rates:

Not exceeding \$5 5 cts.	\$30 to \$40 15 cts.
\$ 5 to \$10 8 "	40 to 50 18 "
10 to 20 10 "	50 to 60 20 "
20 to 30 12 "	60 to 75 25 "
\$75 to \$100		30 cts.

503. **Registered letters.**—The post office department registers either letters or packages to any post office in the U. S. The fee for registering a letter or package is 8 cents, in addition to the postage. The postage and fee for registering must be fully prepaid. A receipt is given by the department for such letter or package; each employe through whose hands it passes, takes a receipt from the

one to whom he delivers it; and a receipt from the person to whom the letter or package was directed reaches the sender in due time. Sometimes letters are registered just for the purpose of getting a receipt from the one addressed, to know positively that he received the letter. Registering is an inexpensive and comparatively safe method, employed most in sending valuable packages, and small sums of money to places that are not money order post offices.

504. Money by telegraph.—Telegraph and express companies will telegraph their agents at any important city or village office, to pay money to a person specified. The rates are given on page 208.

505. A letter with a remittance.—A letter explaining what a remittance is for should always accompany it, except when the amount is for payment of a bill which is enclosed. In such cases, a letter may be written, but if one is not, it will be understood for what purpose the remittance is made.

506. Be careful in directing envelopes containing valuable papers. In one year 5,467,042 letters and packages opened at the dead letter office were found to contain money, drafts, checks, notes, postal notes, postage stamps, etc., to the amount of \$1,384,563.21.

SPECIMEN LETTERS.

The Tribune, New York, N. Y.	Andover, Ashtabula Co., O., Nov. 6, 1897.
Find enclosed post office money order for \$1.00 to pay for the weekly "Tribune" one year from Nov. 1st, 1897.	
Yours truly, Henry Adams.	

The following letter should contain two enclosures, the draft and the bill. A similar form may be used for letters enclosing checks, money orders, express orders, etc.:

Messrs. Ranney & Raymond, Boston, Mass.	Baltimore, Md., July 3, 1898.
Gentlemen:—Inclosed find N. Y. draft for \$36.73 in full of our account.	
Please receipt and return the bill, and oblige,	
Yours truly, John Jones.	

LETTERS ENCLOSING INVOICE.

507. When goods are shipped, a letter or invoice, or both, should always be mailed to the consignee. Unless special information is to be given, it is customary with most business men to mail simply the invoice of goods, and state thereon the name of the company by which the goods were shipped. Others enclose the invoice in a letter of one or two lines, similar to the following:

AMERICAN BOOK CO., PUBLISHERS, 806 Broadway.	
Mr. John Jones, Detroit, Mich.	New York, Oct. 3, 1898.
Dear Sir :—Enclosed find invoice of books ordered by you on the 1st inst., and shipped you today by American Express.	
Hoping they will reach you in good condition, and prove satisfactory, we are,	
	Very truly yours, American Book Co., Per C. W. H.

PUBLIC LETTERS.

508. **PUBLIC LETTERS** are communications for publication, written in the form of a letter. They are generally addressed to some individual. This form of writing is adopted because it arouses personal interest in what is said, and admits of a more informal style of composition. Most of the letters published in newspapers are addressed either to the editor, or some public man.

509. **How to write for the Press.**—All copy for a printer should be on one side of the paper only. Write plainly, and be careful in the spelling, capitalization, paragraphing, etc. Number the pages. Always give your own name and address; not for publication, necessarily, but as a guarantee of good faith. If you do not wish your name published, you may sign the letter with an assumed name; in addition you must not fail to give your own name and address, otherwise your letter will certainly find its way into the waste basket.

Have the copy typewritten, if convenient. One may then see in advance how it will look in print, and revisions may be made in the copy rather than in the proofs, which is more satisfactory to both author and printer.

Cleveland, O., May 4, 1897.

Merriman & Co.,

Montgomery, Ala.

Gentlemen:

Inclosed you will find
our invoice of the one hundred Every-
body's Dictionaries, ordered in your favor
of the 1st inst. The books have been
packed with care, and forwarded by
U. S. Express, charges prepaid.

Yours respectfully,

The Practical Text Book Co.

507.
should .
tion is t
simply
company
invoice :

Mr. Jol

Dea
1st inst..
Ho?
we are,

508. Pt
in the for
individual.
personal int
of composit
addressed ei

509. Ho
be on one side
the spelling,
Always give
necessarily, l
your name p
in addition y
otherwise you

Have the c
advance how i
copy rather t
author and pri

LETTERS OF CONGRATULATION.

510. A LETTER OF CONGRATULATION is one written to a friend who has just met with some good fortune. It should, of course, be written in a cheerful, lively style suited to the occasion. Anything of an unpleasant nature concerning yourself, matters of advice, or other subjects, should not be mentioned in such a letter. The following model is one of this class of letters :

Cleveland, O., Aug. 8, 1897.

Friend Charles :

I am greatly pleased to learn that, notwithstanding the general dullness of business, you have succeeded in obtaining a clerkship. I doubt not your firm will regard themselves fortunate in securing your services. In the meantime, accept my congratulations upon your success.

Hoping your stay may be permanent and prosperous, I am,

Truly yours,

C. A. Leonard,
Washington, D. C.

Irving Elliott.

LETTERS OF CONDOLENCE.

511. A LETTER OF CONDOLENCE is one written to a friend who has suffered some loss or bereavement. Such a letter is one of the most difficult of all to write. It requires good taste and sympathetic feeling. In offering condolence, carefully avoid recalling to the sufferer the details of the case, and do not attempt to argue on the subject. Reasons that should appeal to the head cannot affect the heart. Of course, never insinuate that your friend is in the least directly or indirectly to blame. What is most needed at such a time is sympathy. Endeavor to show your friend, as much as is possible in words, that you are ready and anxious to share his grief, and your sympathetic feeling will thus lessen the sorrow. The following letter, written to John Adams on the death of Mrs. Adams, is one of the finest models of this class of letters :

Monticello, November 13, 1818.

The public papers, my dear friend, announce the fatal event of which your letter of October the 20th had given me ominous foreboding. Tried myself in the school of affliction, by the loss of every form of connection which can rive the human heart, I know well, and feel what you have lost, what you have suffered, are suffering, and yet have to endure. The same trials have taught me that for ills so immeasurable, time and silence are the only medicine. I will not, therefore, by useless condolences, open afresh the sluices of your grief, nor, although mingling my tears with yours, will I say a word more where words are vain, but that it is of some comfort to us both that the time is not very far distant at which we are to deposit in the same cerement our sorrows and suffering bodies, and to ascend in essence to an ecstatic meeting with the friends we have loved and lost, and whom we shall still love and never lose again. God bless you and support you under your heavy affliction.

Th. Jefferson.

One of the tenderest of Abraham Lincoln's traits is preserved—and with it the remembrance of a heroic mother—in a letter of sympathy, read aloud at a Memorial day service lately, and addressed to Mrs. Bixby, Boston, Massachusetts. It ran thus :

Executive Mansion, Washington, November 21, 1864.

Dear Madam :—I have been shown in the files of the War Department a statement of the adjutant general of Massachusetts that you are the mother of five sons who have died gloriously on the field of battle. I feel how weak and fruitless must be any words of mine which should attempt to beguile you from the grief of a loss so overwhelming. But I cannot refrain from tendering you the consolation that may be found in the thanks of the republic they died to save.

I pray that our Heavenly Father may assuage the anguish of your bereavement, and leave you only the cherished memory of the loved and lost, and the solemn pride that must be yours to have laid so costly a sacrifice upon the altar of freedom.

Yours sincerely and respectfully,

Abraham Lincoln.

Cleveland, Ohio. Aug. 19, 1855.

My dear Lawrence:

My heart goes out to you in deepest sympathy in this hour of your great affliction. I have stood where you do and know the deep shadow that darkens your spirits. Time will lighten it, though the sadness will never pass entirely away. May God sustain and comfort you, is the prayer of

Your sincere friend.

J. A. Spencer.

TELEGRAMS.

512. TELEGRAMS are so much used now in business, that to be able to write a good message is one of the desirable qualifications for a business man.

In telegraphic dispatches we omit the salutation and complimentary close. Such messages should be expressed in the fewest possible words to make the meaning clear. Until one has had experience in this kind of composition, he might write the message at length, and then cut out all unnecessary words, if difficulty be experienced in expressing the meaning in few words.

Be careful not to condense so much as to make the message unintelligible; one may thus, by trying to save the slight extra cost of a word or two, lose what is paid for the whole telegram, besides failing in the object for which it is sent. Read your message carefully after it is written, and see whether it states clearly what you mean. It might be well to read the telegram to a disinterested person, if it be an especially important one, to see whether it is understood by others. Much of the telegraphing by business houses, at the present day, is in cipher. Important matters may thus be telegraphed without giving information, except to those entitled to it, and at a great saving in expense. This is done by preparing a code of words, arranged alphabetically in which a single word stands for a phrase or sentence; as, *Abide* may mean 'I arrived here today.' This code is printed and a copy furnished by the house to each of its traveling men, and the principal firms with whom it does business. It is mostly used in ordering goods, and for communications between traveling men and their employers.

Numerals and characters in a message must be written in words, as "\$60.00" would be written *sixty dollars*, and "10%" should be written *ten per cent*.

It is not necessary to insert words of urgency, as 'at once,' 'immediately,' etc.; the fact that a telegram is sent implies urgency.

Messengers must leave a notice at the place of address, when a person authorized to receive the message cannot be found.

513. **Rates.**—Telegraph companies charge a certain amount for a message not exceeding ten words, and extra for each additional

word, the cost depending upon the distance, the transfers, etc. The name of the place the message is sent from, date, address, and the signature are not counted in estimating the number of words, except in cable messages. Compound words, as found in dictionaries, are counted as one word. Each initial in a name is charged as a separate word, but the initials, 'C. O. D.' (collect on delivery), 'f. o. b.' (free on board), 'A. M.,' 'P. M.,' and a few other abbreviations are sent as one word.

All unpronounceable groups of letters are counted one word for each letter; as, Cpr., Chd., Wss., which are combinations of the initials of the names of firms or corporations. They are not accepted as one word.

514. Night messages.—Telegraph companies send messages at night, when their business is light, at greatly reduced rates. Such messages are not delivered until the following morning.

515. Money by telegraph.—The following are the Western Union Telegraph Co.'s rates, not including the cost of the telegram :

First.—One per cent on all sums of \$25 or more, and twenty-five cents in each case for smaller amounts.

Second—for the message.—Double tolls, at regular day rates, on a single message of fifteen words, between the transfer places. However, not more than \$2.70 is charged, so that no single transfer will cost more than \$2.70 in addition to the percentage first named.

Deposits for transfer must be made in current bankable money. Checks are not taken, nor fractional parts of a dollar transferred.

The order transferring money may require identification of the payee, or it may waive identification.

The Balance Sheet of June 30, 1896, shows the following facts about the Western Union Telegraph Co.:—

Capital Stock	\$ 95,370,000
The Bonded Debt	15,275,000
Assets (in round numbers)	127,000,000
Receipts	22,612,736
Expenses	16,714,756
Profits	5,897,980
Miles of poles and cables	189,918
Miles of wire	826,929
Offices	21,725
Messages	58,760,444
Average cost of message to sender	30.9¢
Average cost of message to company.	24¢

ADVERTISING.

516. The writing of circulars and newspaper advertisements has come to be an art at the present day. In our larger cities, men who make this their profession give their entire time to writing advertisements for whomever may apply, and is willing to pay them for such services. With the competition we have now, in almost all kinds of business, there is no doubt that the success of many firms is due largely to their style of advertising. The subject, therefore, is worthy of special and careful attention. To know just what to say, and how to say it, in a way that will attract the attention and win the patronage of the reader, is an art well worth acquiring. With the ceaseless and sharp competition that most business houses have to meet, it seems necessary to do more or less advertising, in one way or another. We should, therefore, study to make our advertisements attractive and to the point. As a general rule, the business man can, on account of his better knowledge of his business, write his own advertisements better than any one he can employ. To be able to do this, however, requires study and practice on his part. Some of the largest advertisers have many other things to give their attention to, and therefore employ a man who spends his whole time in looking after their advertising. In partnerships, one member of the firm usually has sole charge of the advertising department. The man who would be successful should not under-estimate the value of advertising.

NOTES AND CARDS.

517. Most of us have more or less to do with visiting, business, and professional cards, and the various social forms, such as invitations, acceptances, regrets, cards of thanks, etc.

A few general hints are here given in reference to them, without devoting much space to this part of the work.

518. **Special features.**—The following are the ways in which notes differ from letters; they are more formal; they are written wholly in the third person; the date is usually at the bottom, and the signature is generally omitted.

Care should be taken not to change from the third person to the first or second. The following is an example of such error:

"Miss Jones is much obliged to Mr. Smith for his handsome Christmas present. I would have written you sooner if I had not been out of the city."

519. Materials.—The paper and envelopes should be plain and of rich quality. For weddings use pure white, but delicate tints are allowable for other occasions. White is always in good taste.

Size.—The styles as to size and shape vary so much and change so often that no definite information can be given on this subject.

Envelopes.—Invitations to parties, weddings, etc., are generally enclosed in two envelopes; the inside envelope of the same quality as the paper, the outside one not so fine. The full post office address is written on the outer envelope, and the name or names of those invited, on the inner envelope. Answers to invitations do not require two envelopes, nor do personal or private notes.

520. French Phrases.—The following French phrases and words, or their initials, are sometimes used on notes and cards:

R. S. V. P.—*Repondez s'il vous plait*,—answer, if you please.

P. P. C.—*Pour prendre conge*,—to take leave.

Costume de rigueur,—full dress, in character.

Bal masque,—masquerade ball.

Soiree dansante,—dancing party.

These phrases are, however, passing out of use.

WEDDING INVITATIONS.

521. INVITATIONS TO WEDDINGS should be issued ten days or more before the ceremony, by the bride's parents or nearest friend.

They may be engraved in script, written, or printed from type, on cards or note paper. The note form is preferable for an invitation of this kind. The form of invitation following does not require an answer. It is usually accompanied by a church admission card, and sometimes a reception card is also sent with the invitation.

Mr. and Mrs. C. J. Stanley
request your presence
at the marriage of their daughter
Lida.

to
Henry T. Lamont.
Tuesday evening, December 26th
at eight o'clock,
Rochester, Indiana.
1882.

Mr. and Mrs. E. P. Collins
invite you to be present
at the marriage of their daughter
Edith
to
Mr. Harry K. Holloway,
Tuesday, March twenty-sixth,
Eighteen hundred and ninety-eight,
at eight o'clock.
Grace Church,
Kansas City, Missouri.

522. **Announcement.**—Sometimes an announcement card or note is issued after the wedding, announcing the marriage, and enclosing a reception card to the friends whom it is desired to receive.

The following is one of the numerous forms that may be used:

Mr. Charles S. Cadwallader,
Miss Caroline A. Young,
Married,
Wednesday, April twenty-first, 1886.
At Home,
Thursday, May 27th and June 3d,
96 Prospect Avenue,
Buffalo, N. Y.

523. **Wedding Anniversaries.**—People sometimes celebrate anniversaries of their marriage, and this is a commendable custom, if the occasion be made one of congratulation and reminiscence, not of formality and ostentation. The following are observed :

The *first* anniversary is called the Paper Wedding; *fifth*, Wooden Wedding; *tenth*, Tin Wedding; *fifteenth*, Crystal (glass) Wedding; *twentieth*, China Wedding; *twenty-fifth*, Silver Wedding; *thirtieth*, Pearl Wedding; *fortieth*, Coral Wedding; *forty-fifth*, Bronze Wedding; *fiftieth*, Golden Wedding; and the *seventy-fifth*, Diamond Wedding.

DINNERS.

524. A well appointed dinner is one of the pleasantest occasions of social life. The company being more select than at ordinary parties, greater care is observed in regard to all arrangements. To avoid mistakes, one should be careful as to the day and hour named in the invitation, and each should be addressed to the person for whom it is intended.

The invitation may be either written or printed. Invitations to dinners should always be answered, as it is necessary for the host to know how many persons will be present on such an occasion.

PARTIES.

525. Simple forms are in best taste for invitations to parties. The following is commended as a model:

*Senator and Mrs. Sherman request the
pleasure of your company, on Wednesday
Evening, January fourth, from eight to twelve
o'clock.*

209 Indiana Avenue.

526. **Familiar Notes.**—If the persons are on intimate terms, the formal style of invitation may be omitted, and that of a familiar letter used instead, or for a child's party a style like the following:

1884.

Come and see me, little friend,
Some afternoon at three;
Bring your Dolly, if you can,
And stay till after tea.

1889.

Harriette Ellen O'Donald,
At Home,
Friday afternoon, May third,
Three o'clock.
215 E. Tenth St., Topeka.

ACCEPTANCES AND REGRETS.

527. Answers to invitations are of two kinds; acceptances and regrets.

528. **When Necessary.**—Invitations to receptions, weddings, parties, and all other social entertainments, except dinners, do not require an acceptance, unless they contain the letters R. S. V. P., or their equivalent. Failure to answer, is understood as an acceptance. If a person be unable to attend, he should send his regrets.

529. **Dinners.**—An invitation to a dinner or gathering of any kind where it is understood a certain number are invited, should always be accepted or declined. If, after accepting, a person finds it absolutely necessary to absent himself, he should immediately send a regret, stating reasons why he cannot attend.

530. **The time to send.**—An invitation to a dinner should be answered immediately. Other invitations requiring an answer should be answered within three days after they are received. If a person find, at the last moment, that it is impossible to attend, a regret should be sent the day after the party.

531. **Whom to address.**—An answer, in general, should be addressed to the person giving the invitation. If it be a joint invitation from husband and wife ("Mr. and Mrs. John Smith"), it should contain a recognition of both, and the envelope should be addressed to the wife alone ("Mrs. John Smith").

532. **Style.**—An answer should correspond in style to the invitation, and be correspondingly formal or familiar.

533. **Reason of non-acceptance.**—If a regret be sent, it is more friendly and courteous to give reasons for non-attendance, than simply to decline, without giving the cause.

534. **Delivery.**—Notes addressed to a person living in another city, or out of town, are of course sent by mail, and are sent in this way to persons living in a distant part of the city. In other cases they are usually delivered by private messengers.

CARDS.

535. CARDS may be divided into the following classes: Visiting, ceremonial, professional and official, and business.

536. **Visiting cards.**—The proper uses of a visiting card are, first;

537. To announce the visitor's name.—On calling, a card is handed to the person who opens the door, and the caller inquires for the person or persons for whom the visit is intended. If "not at home," the caller leaves a card. Second,

538. To announce a guest's name at a reception.—When a person attends a party or reception, he should hand his card to the usher at the door, and always leave one in the card receiver. Third,

539. To announce a departure from home.—A person living in the city may, on going away for a long absence, send to his friends a card with the letters P. P. C. on one of the lower corners. Fourth,

540. To announce a return.—It is proper to announce a return to the city, by sending cards to visiting friends. Fifth,

541. To accompany a letter of introduction.—As before stated, a person's card should be sent with a letter introducing him. It should bear his temporary address and be enclosed in an envelope with the letter. Sixth,

542. To make one's self known to a stranger, a person may use his card for introducing himself. Seventh,

543. To serve as a credential.—A card, especially a business or professional one, may be presented to a stranger as an indication that you are the person you represent yourself to be.

Mr. and Mrs. Charles Neubert request
the pleasure of Mr. and Mrs. Daniels' company at
dinner on Thursday, February 18th at six o'clock.

300 Madison Avenue.

*The Trustees, the President and Mrs.
Staley, the Faculty with their ladies,
and the Graduating Class of the
Case School of Applied Science
will receive Wednesday evening, June
the second in the Main Hall from
eight to eleven o'clock.*

Miss Southworth presents her
compliments to Mr. Lamson with her
thanks for the beautiful Christmas pres-
ent which she has received at his hands

Cleveland, Dec. 20..

544. **Inscription.**—In addition to the name, the residence may also be given in the lower right or left corner. If a lady has a regular day or days for receiving, she sometimes announces this in the lower left corner; as, "Wednesdays," or "Thursdays and Fridays," etc.

The elder of two or more daughters in the same family usually omits her first name on her card; as, "Miss Smith;" while the younger daughter uses the given name; as, "Miss Mary Smith."

545. **Titles.**—A title may be used or not, according to the taste of a person. Professional men and persons in high official positions, use their professional title on cards. Persons should not assume the title of Honorable, unless they occupy a public office entitling them to it. A man and his wife sometimes use a joint card; as, "Mr. and Mrs. Smith," "Dr. and Mrs. H. A. Brown," etc.

A married lady, if her husband be living, uses her husband's christian name or initials instead of her own; as, "Mrs. James A. Brown."

546. **Style.**—Visiting cards vary in style and size to suit the taste and changing fashions. They should always be plain and neat. The most elegant cards are engraved or written; printed ones are not now used by the more fashionable people.

547. **Ceremonial cards.**—Cards may be used to convey invitations to parties, receptions and weddings, but notes are usually preferable.

548. **Betrothal cards.**—It is customary among some to announce a betrothal, and for this purpose either cards or notes may be used.

The following wording is a good form: "Mr. Solomon Weiss, Miss Rebecca Wolf, betrothed, December 6, 1898."

549. **Presentation cards.**—Cards are very convenient as substitutes for notes, to accompany a book or any other gift.

550. **Memorial cards.**—It is customary in England, and to some extent in this country, to send memorial cards to friends of a deceased person. Such cards have a black border, narrow for the young, wide for the aged. Memorial cards should be sent out about one week after the funeral.

551. **Professional and official cards.**—Cards are used by professional men and public officers for professional and official purposes; the same card may be used, however, for social and business purposes. The person's name, and his professional or official title should be given on such cards.

552. Business cards.—Most business men use cards to show the business in which they are engaged, and to give their address. These are generally used as a matter of convenience, although they may be made to answer advertising purposes.

Generally business cards are handsomely engraved, but they may be printed from ordinary type. They should be plain, neat, and tasteful.

TITLES.

553. There are no rules for the use of titles, except those established by usage. We give elsewhere a list of the principal titles and their correct use and abbreviations, as recognized in the best social, business, and official circles.

Titles may be divided into three general classes, *social*, *scholastic*, and *official*.

554. Social titles.—Titles of courtesy and respect have universal application and should always be used, unless some official or professional title supersedes them.

The ordinary titles are *Mister*, *Messieurs*, *Master* (applied to boys), *Mistress*, abbreviated *Mrs.* (pronounced misses), and *Miss*, all of which are prefixed to the name; also, *Sir*, *Gentlemen* (plural only), *Madam* (plural *Mesdames*), and *Ladies* (plural only), which are always used without the name, as in the salutation of a letter. *Sir*, *Esquire*, *Master*, and *Miss*, are used both in the singular and plural; *Mrs.* and *Madam* in the singular only.

555. Mister.—The contraction for this is 'Mr.' and it is rarely used in any other form. It should never be used except in connection with the name, and always precedes it. 'Mr.' has a wide range of application, as we appropriately say 'Mr. President,' 'Mr. Chairman,' 'Mr. Speaker,' 'Mr. Secretary,' 'Mr. Chief Justice,' 'Mr. Editor,' 'The Rev. Mr. —,' etc. *Messrs.* is the French plural of Mr., there being no English plural of this word. *Messrs.* should never be used, as it sometimes is, without the names of the persons. It is as bad form to use *Messrs.* for the salutation of a letter as to use its singular, *Mr.* Never write "Mess.," which is a contraction of a contraction.

556. **Mistress** is nearly always used in the abbreviated form, *Mrs.* It is used to precede the name of a married woman, and corresponds very closely to Mr.

There being no plural in our language for Mrs., the French plural of Madam, *Mesdames* (abbreviation *Mmes.*) is sometimes used. This is the only title available in addressing a firm of ladies; otherwise, they would have to be addressed individually; as, "Mrs. Jones & Mrs. Smith." The plural of the salutation Madam is *Ladies.*

It is not in good taste to use "Lady" instead of 'Wife' or 'Mrs.,' although this custom was formerly in good usage in England. You should write 'Mr. Smith and Wife,' or 'Mr. and Mrs. Smith,' instead of "Mr. Smith and Lady." 'Mrs.' or 'Miss' should never be used without the name, any more than 'Mr.'

557. **Miss.**—This is not an abbreviation. It is used as a prefix and should never be used independently of the name. It has no independent appellative; there is no word in the English language that may be properly used as a salutation in addressing an unmarried lady. 'Mr.' has its correspondent 'Sir,' and 'Mrs.' its 'Madam' but there is none for 'Miss' or 'Master.' To address an unmarried lady as 'Miss' or 'Dear Miss,' for a salutation following the name and address, is as incorrect as it would be to use 'Mr.' or 'Dear Mr.' for the salutation in addressing a man.

558. **Mr. and Esquire.**—These terms, as generally used, are interchangeable, but the former has a wider application than the latter.

'Mr.' may be applied to men of all classes, but 'Esquire' is properly applied only to persons of some prominence in society. Members of the Legal profession are nearly always addressed in writing as Esquire.

559. **Special uses of Mr., Mrs., and Miss.**—Though not directly pertaining to correspondence, there are some uses of these titles which are worthy our notice.

560. **To denote prominence.**—As men rise to distinction, all their titles are often dropped, and the plain 'Mr.' used, which receives lustre from their own character and work, and becomes to them a sign of true nobility. Hence we say, Mr. Sumner, Mr. Chase, Mr. Lincoln, Mr. Gladstone; and other titles, such as senator, excellency,

or honorable, would not be so expressive of the high esteem and respect with which such men are regarded by the people.

Mrs. and *Miss* are used in the same way to denote distinction; as, Mrs. Stowe, Miss Dickinson. In speaking of persons of the very highest distinction, all titles may be rejected; as, for example, Shakespeare, Milton, Martin Luther and Daniel Webster, are most honored in their own illustrious names alone.

It is presumptuous and disrespectful to mutilate and contract the names of prominent and elderly persons; as, "Andy Johnson," "Ben Wade," "Joe Johnston," etc.

561. Three special uses of Mr.—1. If a person be the only one of the name in a certain place, or if his name be an unusual one, the title 'Mr.' may be prefixed to the family name alone; as, 'Mr. Jones,' 'Mr. Thackeray.'

2. 'Mr.' is used among gentlemen meeting in a social, literary, or scientific way, in addressing all their companions, whether they have a professional title or not; as, 'Mr. Everett,' 'Mr. Bryant.' This dropping of all other titles is due to the fact that on the floor of such assemblies all members are on an equality.

3. 'Mr.' is often used before a professional or official title of prominent persons; as, 'Mr. Senator,' 'Mr. President,' etc. 'Reverend' is also similarly used, or with 'The' prefixed; as, 'The Rev. Dr. Smith,' 'The Rev. Father Brown.' The title 'Rev.' should never be used immediately before the surname. 'Mrs.' may also be used before a professional or official title in speaking of, or addressing married women; as, 'Mrs. General Sheridan,' 'Mrs. Chief Justice Fuller.'

562. **Scholastic titles.**—These are degrees and honors conferred by scientific schools, colleges, universities, and other institutions of learning, or acquired in the practice of the learned professions. Regular degrees are conferred upon those completing a prescribed course and passing a certain examination; honorable degrees on persons who have become distinguished in public life or in literary and scientific studies.

563. **Reverend.**—The title 'Rev.' is not regularly conferred, but always given by consent to those who have passed a required examination and have been regularly ordained.

President, Chancellor, Rector, Dean, Professor, and Master, as titles, belong to the office rather than to the officer, and when the duties of these offices are discontinued, the titles are usually dropped; but after long, distinguished service, the title may be retained.

564. **Professor.**—The title of professor may be possessed by courtesy or right. It belongs of right to any one elected by the proper authorities to a regular chair or professorship in an educational institution, organized with full departments and faculty, and conferring degrees under legal charter.

Professor is now applied, however, to a salaried graduate actually employed in teaching, or whose duty it is to teach. The title is given, by courtesy, to scholars and scientists who have become noted as specialists in any department of knowledge, and to persons who have distinguished themselves as educators.

565. **Abuse of the title.**—It is very common at the present day, for dancing masters, horse tamers, barbers, corn doctors, white washers, and pretenders of all kinds, to assume the title of *professor*, with the view to appear, in the eyes of the ignorant, of more importance than their calling or their attainments warrant. This tendency to bring an honorable title into contempt should be discouraged by all intelligent people. Professor, as well as other titles, should be used sparingly and with discrimination.

566. **Master.**—Master is used in England and in some parts of this country instead of Principal or Teacher, but the word is very rarely used now in the United States.

567. **Doctor of Medicine (M. D.)**—This title is used by right only by regular graduates of a medical college in good standing, and may be obtained by a person of either sex. A lady who is entitled to this degree may be addressed as 'Carrie Smith, M. D.,' or 'Dr. Carrie Smith.'

568. **Abuse of this title**, also, is no uncommon thing. In society, and especially in our larger cities, there are many persons who usurp this professional title and inflict upon the public unprofessional practice, for the sake of filling their pockets with money obtained by false pretense, from ignorant or trusting patients. Do not recognize or patronize such quacks. It is better always, in all professions, to go to men of good standing and in regular practice.

569. **Sisters of Charity.**—The form to use in addressing a Sister of Charity, Sister of Mercy, or a Sister in any similar order, is the same as that employed in writing to any unmarried lady, except that the title 'Miss' is omitted, and a salutation such as, 'Dear Sister' or 'Respected Sister' may be used.

570. **Official titles.**—These include the titles applicable to officers in the Naval, Military, and Civil service of the U. S., and of the several states. The officer, on retiring from public service, again becomes a private citizen, but it is customary, as a compliment, to continue the official title during life, unless superseded by one more honorable.

571. **Honorable.**—This title is very much misused. It belongs by courtesy to the Vice President of the United States, Members of Congress, Judges, Foreign Ministers that have no title more distinguished, Cabinet Officers, State and Territorial Governors, and Lieutenant Governors, Heads of Departments generally, Members of States Legislatures, and Mayors.

572. The abuse of the title Honorable has brought it into such disrepute that it has less value than it should have. Because a man has been active in politics is no reason for his being called *Honorable*.

Only those whose character, ability, and services have caused their election or appointment to the most important and responsible positions of the nation, state, or city, should be given the title Honorable. The title once acquired is retained through life.

573. **Military and Naval titles.**—Military and Naval, like professional titles, are properly retained after long or distinguished service. A title really belonging to an officer is that named in his commission.

GENERAL POSTAL INFORMATION.

574. **First class matter.**—Postage *two cents* for each *ounce* or fraction thereof. Embraces all matter wholly or partly written, or which is so done up as to prevent examination without destroying the wrapper, and must be prepaid at least one rate, two cents. Drawings, written cards, plans and designs are first class.

575. **Second class.**—Pertains to publishers and news dealers. Embraces newspapers and periodicals, which may be mailed by others than publishers, at the rate of *one cent* for each *four ounces* or fraction thereof, when they are enclosed in one wrapper, with the postage fully prepaid by stamps affixed. There is no limit to the weight of the package.

576. **Third class.**—Postage *one cent* for each *two ounces* or fraction thereof. Embraces books (printed); and all printed matter in unsealed wrappers. The limit in weight is four pounds, except in the case of a single book, the weight of which is unlimited. The postage must be fully prepaid. Photographs are now third class.

577. **Fourth class.**—Embraces all mailable matter not specified above; as, labels, patterns, playing cards, visiting cards, address tags, wrapping paper, blotting pads, bill heads, letter heads, envelopes with printed address thereon, and all other matter of the same general character. Merchandise and samples are fourth class. It must be so wrapped as to admit of examination and it must be fully prepaid. Postage *one cent* for each *ounce* or fraction thereof.

578. **Forwarding.**—Sealed letters are forwarded without the payment of additional postage, when the address is changed, but Third and Fourth class matter is not forwarded until the regular postage is again paid.

579. **Unmailable.**—Liquids (except when packed as provided by regulation), poisons, explosive or inflammable articles, or any article which is liable to injure the mails or persons handling the same. Sharp pointed instruments, except when properly done up, are unmailable, also any matter not addressed to a post office.

580. **Drop letters.**—The rate on letters to be delivered at the same office as mailed, is *one cent*, if it be not a free delivery office. At offices where the mail is delivered by carriers, the rate is *two cents*.

581. **Special delivery stamps.**—A “special delivery stamp” placed on a letter or package, in addition to the regular postage, will insure its immediate delivery,—if received at a free delivery office between 7 A. M. and 11 P. M., and if received at any other office between 7 A. M. and 7 P. M., within the carrier limits of a free delivery office, and within one mile of any other office,—at any post office in the United States. Special delivery stamps cost ten cents, and can be used only for the special purpose for which they were designed and not for the payment of regular postage.

582. **Postal cards** are unmailable when anything is pasted on them or attached thereto, or when anything not necessary to complete the address is written or printed on the address side.

583. **Confectioneries** are unmailable except when done up in a tin box, which box must again be placed in a pasteboard box.

584. **Fruits**, except dried, are unmailable. Any matter exhaling bad odors is unmailable.

585. **To Canada and Mexico.**—The rates of postage are the same as in the United States, except that sealed packages other than letters in their ordinary shape and form are absolutely excluded. The rates to other foreign countries vary, and may be ascertained by reference to the Postal Guide, a copy of which may be obtained of any postmaster.

586. **Registered letters.**—Letters and packages may be registered to all offices of the United States, and to most foreign countries. The registry fee is eight cents in addition to the regular postage.

587. **Money orders** on all principal offices of the United States may be purchased, payable “to order.” For rates, see page 202.

Richmond, Ind. June 1. 1897.

Miss Mary Manning.

Americus, Ga.

Dear Friend:

Your letter of the 15th inst. duly received. I am very sorry to say I will not be able to pay you a visit this summer. At present my health seems to be improving quite rapidly; and as I am kept very busy in my present position, I shall postpone my coming until sometime next year.

Write me frequently. I always enjoy reading your kind letters.

Affectionately.

Rebecca Newman.

TO STENOGRAPHERS.

588. The use of shorthand and typewriting has become so general, that it is quite proper to give some special hints to stenographers. Nearly all that has been said under other headings applies equally to type-written letters, and in addition we offer the following suggestions:

589. **Dictation.**—A stenographer should pay strict attention to details, be systematic, and especially careful. Notebooks should be numbered in consecutive order, and dated From To, and the date should be written at the beginning of each day's dictation. The letters should be numbered consecutively, beginning each day with 1. They should be delivered in the order of their numbers. The notes for each letter should be checked when written, or a line drawn through them to show that they have been transcribed. Proper names should be written in longhand unless they are very common. A stenographer should be in a position to hear distinctly, and if he fail to get any word or phrase it is better to ask the dictator for it at once than to make a failure in transcribing the notes. If you are not sure of the name, street number, post office, or state, ask at once. You are not employed as a mere machine, but are supposed to have brains and common sense.

590. **Transcribing.**—It is a good plan, especially for the inexperienced, to read the notes for each letter before transcribing. See that the letter makes sense, and that you do not insert, for the word dictated, a word of similar sound. Avoid errors and erasures. Read the notes far enough ahead of where you are writing to know just what you are to write, and form the habit of making your transcript absolutely correct at first. Erasures are made necessary chiefly through carelessness. Read a sentence or phrase, at least, ahead of where you are writing and carry that in your mind instead of referring to your shorthand notes for each word or two.

591. **Erasures** may be almost entirely avoided if one form the habit of being careful and painstaking in his work, observing what has been said in regard to reading the notes first. Corrections always look bad in a letter, and it takes time to re-write. The best way is not to make errors.

592. Spelling, Punctuation, Capitalization, Language.—Probably more shorthand students fail from ignorance of these subjects than from lack of skill in typewriting and shorthand. No one can expect to succeed in this line of work and hold a position of any importance, unless he be qualified to spell, punctuate, and capitalize correctly, and write the English language with a reasonable degree of accuracy. A knowledge of these subjects should be acquired in the public schools; but, if they have been neglected, or if for any reason the student is deficient in them, he should lose no time in thoroughly qualifying himself.

Do not, until you have consulted your dictionary, write any word about the spelling of which you have the least doubt. Bad spelling is really more to be avoided than any other error. Many who are otherwise proficient fail in securing positions on account of their incorrect spelling.

The rules for capitalizing and punctuating, given elsewhere, should be carefully observed. The period is the only point of separation used by stenographers in taking notes; the commas, colons, semicolons, etc., being inserted in the transcript as the context suggests.

593. Division of words at the end of a line.—A word should never be divided except between syllables, and if you are in the least doubt as to where to make this division, look in a dictionary before writing the word. When a single letter forms a syllable of a word, it should never be written alone at the end of a line or at the beginning of a line. Always notice before reaching the end of a line how to make the correct division of words.

594. Duplicate Letters.—It is often necessary to write many letters in duplicate, and there are numerous processes employed for this purpose. Perhaps the best invention for reproducing letters in fac-simile is the mimeograph. If not more than half a dozen or a dozen copies are required they may be made with carbon paper. In making carbon copies, always keep the sheets made with one impression together, so that it will be necessary to read only one of them by copy.

595. The typewriter.—A thorough acquaintance with the machine and the manipulation of it is of first importance. To do good work, good tools must be used, and these tools must be kept in

first-class condition. All good mechanics observe this rule, and the use of the typewriter is no exception. The machine must be kept clean, and all wearing parts—guide rails in particular—should be well lubricated with the best typewriter oil, and then wiped perfectly clean. You should attend to this daily. An even touch must be cultivated to produce good work, and all jerky movements avoided, as they are detrimental to speed, and cause many mistakes to be made.

596. **Spacing.**—Spacing must be uniform to produce a good effect, otherwise the work will present an uneven appearance. A space should be made after punctuation marks, except where they separate figures; as, \$9,000,837.00. Three spaces should be made after a period, when it ends a sentence, also the same number after exclamation and interrogation points. In taking hurried copies, the appearance of the work is not so important as getting it out in the shortest time possible, and spacing is omitted after punctuation marks.

597. **Form.**—Special attention must be paid to paragraphing, so that the work may present a well-balanced appearance. Each change of subject matter should begin with a new paragraph. The arrangement of the introduction and close of a letter must be well fixed in mind with regard to the points of the scale where each part commences. It is well to have a fixed rule for the beginning of each. The numbers in the following form indicate the figures on the typewriter scale where it is best to begin each part:

	³⁰	Cleveland, O., July 4, 1898.
¹		Mr. John Adams,
	¹⁰	St. Clairsville, O.
¹		Dear Sir:
	¹⁰	I have your favor of the 27th
		ultimo, and in answer, etc.,
	³⁰	Very truly yours,

	⁶⁰	Supt.

In the form given, the salutation might begin at 10, and the body of the letter following it on the same line, with a comma and dash between, or the salutation at 10 and the body of the letter on the next line at 11.

598. **Confidential Clerk.**—No private secretary is more of a confidential clerk than the stenographer. All the shorthand and typewriting business of his employer should be regarded as strictly confidential. The amanuensis should not communicate, even to his best friends, information regarding his employer's business.

599. **Have an interest** in your employer's business and in his property. Make his interests your own. Be as economical in the use of stationery and other materials as if you had to pay for them. Be faithful in little things as well as in more important matters and it will as surely be noticed as it will if you are not. You can do many small acts to show you are interested in your work, which will make your services, if not of more value to your present employer, recognized by others. It pays to do one's best at all times.

600. **Common sense** is a good thing to have and use in any calling, and may be made of special value in doing shorthand and typewriting work. When an amanuensis writes from his notes "We will expect you *hear* on the 14th inst.," etc., an application of common sense would have suggested *h-e-r-e*. Do not be a mere machine. First *think*, then act. Before handing in work for approval, carefully read it, looking for errors in spelling, punctuation, capitalization, and such mistakes in the words as are referred to above. A model type-written letter is given on the next page.

O. & C. St. Mary's Falls Canal.

UNITED STATES ENGINEER OFFICE,

34 West Congress Street,

Detroit, Mich., May 4, 1889.

Messrs. Lamont, Fuller & Smith,

242 Superior St.,

Cleveland, Ohio.

Gentlemen:--In response to your request of the 3d inst., I send you herewith copy of History of "Sault Ste. Marie Canal," in which is printed a tabular Statement of the Commerce through St. Mary's Falls Canal from its opening in 1885, to the close of 1887. Also a copy of my report for the year 1888. Also a copy of Ex. Doc. No. 52. House of Representatives, 50th Congress, 2d Session, which brings the statistics of the Canal down to the close of 1888.

Very respectfully,



Colonel of Engineers,
Bvt. Brig. Gen. U. S. A.

3 Inclosures.

CLASSIFICATION OF TITLES

AND THEIR

ABBREVIATIONS.

Scholastic Degrees are always abbreviated. In addressing an officer of high rank, abbreviations are not allowable; as, President, Governor. Many abbreviations of titles may be used in catalogues, on the title-pages of books, and other places, that are not allowable in addressing letters. In the address, no degree is used lower than Master or Doctor. We may write "James Brown, M. D. or A. M.," but not "James Brown, A. B. or B. S." A person that has no title higher than a bachelor's degree, should be addressed simply *Mr.* or *Esq.*

TITLES OF RESPECT AND COURTESY.

Mister	Mr.	Mistress (pronounced Missis) . . .	Mrs.
Messieurs (Fr. pl. of Mr.) . . .	Messrs.	Mesdames (Fr. pl.)	Mmes.
Gentlemen	—	Madam	Mad.
Sir, Sirs	—	Madame (Fr.)	Mme.
Esquire, Esquires	Esq., Esqs.	Ladies	—
Master (a boy)	—	Miss, Misses	—

SCHOLASTIC TITLES.

All of the following degrees and many others are authorized, but these are the more common ones: B. C. L., D. C. L., and a few others are conferred only by foreign universities. Harvard College confers only the following degrees; *Regular*—A. B., A. M., Ph. D., B. D., LL. B., S. B., S. D., C. E., M. D., D. M. D.; *Honorary*—LL. D., D. D. Yale confers nearly the same, with the addition of Ph. B., D. E., and Mus. D.

The Latin terms are given only when they are necessary to explain the abbreviation.

DIVINITY.

Bachelor of Divinity	B. D.
Doctor of Divinity	D. D.
Doctor of Divinity, <i>Sanctæ Theologiæ Doctor</i>	S. T. D.
Doctor of Divinity, <i>Doctor Theologiæ</i>	D. T.
Professor of Divinity, <i>Sanctæ Theologiæ Professor</i>	S. T. P.

LAW.

Bachelor of Laws	LL. B.
Master of Laws	M. L.

Doctor of Laws	LL. D.
Dr. of Laws, <i>Jurum Doctor</i>	J. D.
Doctor of Civil Law, <i>Juris Civilis Doctor</i>	J. C. D.
Bachelor of Civil Law	B. C. L.
Doctor of Civil Law	D. C. L.
Dr. of both Laws, Canon and Civil, <i>Juris utriusque Doctor</i>	J. U. D.

MEDICINE.

Doctor	Dr.
Bachelor of Medicine	M. B.
Doctor of Medicine	M. D.

Master in Surgery, *Chirurgia Magister*,
 **C. M.**
Graduate in Pharmacy . . . Phar. G.
Master in Pharmacy . . . Phar. M.
Doctor in Pharmacy . . . Phar. D.
Doctor of Dental Surgery . . D. D. S.
Doctor of Dental Medicine . D. M. D.

PHILOSOPHY AND SCIENCE.

Bachelor of Philosophy . . . Ph. B.
Doctor of Philosophy . . . Ph. D.
Bachelor of Science . . . B. S.
Master of Science . . . M. S.
Doctor of Science . . . S. D.

ARTS AND LETTERS.

Bachelor of Arts. . . B. A. or A. B.
Master of Arts . . . M. A. or A. M.
Bachelor of Letters, *Baccalaureus Liter-*
***arum* B. Lit.**
Doctor of Letters, *Literarum Doctor*,
. Lit. D.
Doctor of Polite Literature, *Literarum*
***Humaniorum Doctor* . . . L. H. D.**
Poet Laureate (Eng.) . . . P. L.

MUSIC.

Bachelor of Music . M. B. or B. Mus.
Doctor of Music . . D. M. or Mus. D.

DIDACTICS.

Bachelor of the Elements . . . B. E.
Master of the Elements . . . M. E.
Bachelor of Science . . . B. S.
Master of Science . . . M. S.
Bachelor of the Classics . . . B. C.
Master of the Classics . . . M. C.

TITLES OF SERVICE EX-OFFICIO.

THE CLERICAL SERVICE.

A Bishop (Epis., Cath., *et al.*):— Right
Reverend Rt. Rev.
A Bishop (Methodist):—Reverend, Rev.
A Presiding Elder (Methodist):—Rever-
end Rev.
A Rector, Minister, Priest, Rabbi, or
Reader Rev.

TECHNICS.

Civil Engineer C. E.
Topographic Engineer T. E.
Dynamic Engineer D. E.
Military or Mechanical Engineer . M. E.

The degrees of Bachelor and Master in each of the departments of engineering, and in chemistry and architecture are authorized, but are rarely conferred.

FELLOWSHIPS, ETC.

American.

Fellow of the Am. Academy, *Academia*
***Americana Socius* A. A. S.**
Member of Am. Antiquarian Society,
Americana Antiquariana Societatis Soci-
***us* A. A. S. S.**
Member of the Am. Oriental Society,
Americana Orientalis Societatis Socius
. A. O. S. S.
Member of Am. Phil. Society, *Societatis*
***Philosophica Americana Socius* . . .**
. S. P. A. S.
Fellow of the Mass. Medical Society,
Massachusettensis Medicina Societatis
***Socius* M. M. S. S.**
Fellow of the Historical Society, *Socie-*
***tatis Historie Socius* S. H. S.**
Fellow of Connecticut Academy, *Conn.*
***Academia Socius* C. A. S.**

These are the only American societies that confer memberships or fellowships that are recognized as titles.

THE CIVIL SERVICE.

National Government.

The Chief Executive:—

1. Civil: The President . . . Pres.
2. Military: Commander-in-Chief of the Army and Navy.

The Vice-President, Ex-Officio President
of the Senate:—

Honorable Hon.

Chief Justice of the Supreme Court:—

The Chief Justice C. J.

His Honor —

Associate Justices:—

Justice Jus.

His Honor —

Foreign Ministers:—

His Excellency H. Exc.

Honorable Hon.

Members of the Cabinet and Members
of Congress Hon.

Heads of Bureaus, Asst. Secretaries,
Comptrollers, and Auditors of the
Treasury, Clerks of the Senate and
House of Representatives . . . Esq.

By Courtesy Hon.

All other U. S. Officers . . Esq. or Mr.

STATE GOVERNMENTS.

The Governor Gov.

Civil: His Excellency . . . H. Exc.

Military: Commander-in-Chief.

Sen. Judge of Supreme Court:—

Chief Justice C. J.

His Honor —

‡ There is a difference of opinion as to whether the title of "Honorable" should be applied to members of the two houses of the Legislature. It is the custom of the State Department at Washington to apply the title of "Esquire" to members of both.

The customs of the states vary. Perhaps the greater weight of opinion is in favor of the application of "Honorable" to members of the State Senate, and "Esquire" to those of the House of Representatives. In some states, the title "Honorable" is applied to the Speaker of the lower house, but not the other members.

Associate Justices:—

Justice Jus.

Judge —

His Honor —

Lieutenant Governor, Heads of Depart-
ments, State Senators‡, Law Judges
. Hon.

Mayors of Cities:—

Honorable Hon.

His Honor —

Members of the House of Representa-
tives‡ Esq.

By Courtesy Hon.

Aldermen, Magistrates, and all officers
not specified Esq.

PROFESSIONAL SERVICES.

Officers of Universities and Colleges:—

Chancellor Chanc.

Vice-Chancellor V. Chanc.

President Pres.

Vice-President V. Pres.

Provost Prov.

Dean —

Rector Rect.

Registrar Reg.

Librarian Lib.

Faculty and Instructors:—

Professor Prof.

Lecturer —

Tutor —

THE MILITARY AND NAVAL SERVICE.

The command pertaining to the rank of general and line officers is printed under the title in finer print. Commands, however, are subject to change by assignment, and the laws governing the army organization have left it in an anomalous state, and the rank of commands in an unsettled condition. The titles of

the general and line officers, placed opposite in the two columns, indicate relative rank in the two departments of service.

Military Service (U. S. A.)**GENERAL AND LINE OFFICERS.**

General	Gen.
The armies of the U. S.	
Lieutenant General	Lt. Gen.
An Army Corps, and Territorial Division.	
Major General	Maj. Gen.
A Division, and Territorial Division.	
Brigadier General	Brig. Gen.
A Brigadier, and Territorial Department.	
Colonel.	Col.
A Regiment.	
Lieutenant Colonel	Lt. Col.
A Battalion, second in command, Regiment.	
Major	Maj.
A Battalion, third in command, Regiment.	
Captain	Capt.
A Company.	
First Lieutenant	1st Lieut.
A Platoon, third in command, Company.	
Second Lieutenant	2d Lieut.
A Platoon, third in command, Company.	
Cadet	—
Student at West Point Military Academy	

STAFF OFFICERS.

Adjutant General	Adj. Gen.
Rank of Brigadier General.	
Assistant Adj. Gen.	A. A. G.
Rank of Colonel to Major.	
Inspector General	Insp. Gen.
Rank of Colonel.	
Assistant Insp. Gen.	A. I. G.
Rank of Colonel.	
Quartermaster General	Q. M. G.
Rank of Brigadier General.	
Asst. Q. M. Gen.	A. Q. M. G.
Rank of Colonel.	

Naval Service (U. S. N.)**LINE OFFICERS.**

Admiral	Adm. or Adml.
The fleets of the U. S.	
Vice-Admiral	V. Adml.
A Fleet or Fleets.	
Rear Admiral	R. Adml.
A Fleet or Squadron.	
Commodore	Commo.
Squadron, Ships of first class.	
Captain	Capt.
Vessels of second class.	
Commander	Com.
Vessels of third class.	
Lieutenant Com.	Lt. Com.
Vessels of fourth class.	
Lieutenant	Lieut.
Executive Officer of fourth class.	
Master	Mas.
Assistant Navigator.	
Ensign	Ens.
Midshipman	Mid.
Student of Annapolis Naval Academy.	

STAFF OFFICERS.

Surgeon General	Surg. Gen.
Rank of Commodore.	
Medical Director	Med. Dir.
Rank of Captain.	
Medical Inspector	Med. Insp.
Rank of Commander.	
Surgeon	Surg.
Rank of Lieutenant Commander.	
Past Asst. Surg.	P. A. Surg.
Rank of Lieutenant.	
Assistant Surgeon	Asst. Surg.
Rank of Master to Ensign.	

Deputy Q. M. G. Dep. Q. M. G. Rank of Lt. Colonel.	Paymaster General P. M. G. Rank of Commodore.
Quartermaster Q. M. Rank of Major.	Pay Director Pay Dir. Rank of Captain.
Asst. Quartermaster. A. Q. M. Rank of Captain.	Pay Inspector Pay Insp. Rank of Commander.
Commissary Gen. of Subsistence, C. G. S. Rank of Brig. Gen.	Paymaster. P. M. Rank of Lieutenant Commander.
Asst. C. G. S. A. C. G. S. Rank of Colonel to Lt. Colonel.	Past Asst. P. M. P. A. P. M. Rank of Lieutenant.
Commissary of Subsistence . . . C. S. Rank of Major to Captain.	Assistant Paymaster A. P. M. Rank of Master.
Surgeon General Surg. Gen. Rank of Brigadier General.	Engineer-in-Chief Eng.-in-Chf. Rank of Commodore.
Chief Medical Purveyor, Chf. Med. Pur. Rank of Colonel.	Chief Engineer Chf. E. Rank of Captain to Lieutenant.
Surgeon Surg. Rank of Major.	Past Asst. Eng. P. A. Eng. Rank of Lieutenant to Master.
Asst. Surgeon Asst. Surg. Rank of Captain to 1st Lieutenant.	Assistant Engineer A. Eng. Rank of Master to Ensign.
Paymaster Gen. P. M. G. Rank of Colonel.	Cadet Engineer Cadet Eng Graduates of Naval Academy.
Assistant P. M. G. . . . Asst. P. M. G. Rank of Colonel.	
Paymaster Pay M. Rank of Major.	Chaplain Chap. Rank of Captain to Lt. Com.
Chief of Engineers Chf. E. Rank of Brigadier General.	Chief of Construction Chf. Con. Rank of Commodore.
Chief of Ordnance Chf. Ord. Rank of Brigadier General.	Naval Constructor Nav. Con. Rank of Captain to Lieutenant.
Judge Adv. Gen. J. A. G. Rank of Brigadier General.	Commandant. Comdt. Navy Yards and Stations.
Judge Advocate J. A. Rank of Major.	Navigator Nav. Master of a Vessel.
Chief Signal Officer C. S. O. Rank of Colonel.	Captain (by courtesy) Capt. Master of a Merchant Vessel.

THE DIPLOMATIC AND CONSULAR SERVICE.

Envoy Extraordinary and Minister Plenipotentiary E. E. and M. P.	Minister Resident Min. Res.
Minister Plenipotentiary . . . Min. Plen.	Minister Resident and Consul-General M. R. and C. G.

Secretary of Legation . . .	Sec. Leg.	Deputy Consul	D. C.
Interpreter	Int.	Consular Agent	Con. Agt.
Consul-General	C. G.	Commercial Agent	C. A.
Vice-Consul-General	V. C. G.	Agent	Agt.
Consul	C.	Marshal	Mar.
Vice-Consul	V. C.	Consular Clerk	C. C.

FORMS OF ADDRESS AND SALUTATION.

The form of address is printed in plain Roman type, the salutation in italic.

PERSONS IN THE LEARNED PROFESSIONS.

THE CLERGY.

A Bishop (other than a Methodist).

To the Right Reverend —, D. D., Bishop of Ohio. *Right Reverend Sir:—*, or *Right Rev. and dear Sir:—*.

Address a Methodist Bishop as *Rev.* simply.

A Rector, Minister, Priest, Rabbi, or Reader.

To the Rev. —. To the Rev. Dr. A— B—. The Rev. H. M. Ladd, D. D., Pastor (or Rector, as the case may be) of — Church, Cleveland. *Sir:—*. *Reverend Sir:—*. *Rev. and dear Sir:—*.

THE BENCH AND THE BAR.

The Chief Justice of the Supreme Court of the United States.

To the Hon. —, Chief Justice of —, etc. To the Chief Justice of the Supreme Court, etc. *Sir:—*. *Mr. Chief Justice:—*. *Your Honor:—*. *May it Please your Honor:—*. *May it Please the Honorable Court:—*.

"Your Honor," "May it Please," etc., are terms used in court, not in private letters.

An Associate Justice.

To the Honorable —, Justice, etc. Or, Honorable Justice —. *Sir:—*. *Your Honor:—*, etc.

Other Judges.

The Hon. —, Judge of the Court of Quarter Sessions (or as the case may be). Or simply, The Honorable A— B—. *Sir:—*. *Dear Sir:—*. *Your Honor:—*, etc.

Lawyers, Justices of the Peace, etc.

James A. Brown, Esq. *Sir:—*. *Dear Sir:—*.

THE MEDICAL PROFESSION.

A Physician or Surgeon.

Dr. C. A. Scott. Or, C. A. Scott, Esq., M. D. *Sir:—*. *Dear Sir:—*.

A Dentist.

Dr. John Allen. Or, John Allen, Esq., D. D. S. (or D. M. D.) *Sir:—*. *Dear Sir:—*.

LITERARY AND SCIENTIFIC MEN.

The President of a College.

The Rev. J. H. Fairchild, D. D., LL. D., President of Oberlin College. Or,
The Rev. Dr. Fairchild (with or without the designation). *Sir* :—. *Dear Sir* :—. *Rev. and dear Sir* :—.

A Professor.

Henry Lewis, D. D., LL. D., Professor of Greek in — College. Or, Prof.
Henry Lewis, D. D., LL. D. Or, Dr. Henry Lewis, Prof. of —, etc. *Sir* :—. *Dear Sir* :—.

OFFICERS IN THE CIVIL SERVICE.

The President of the United States.

To the President, Executive Mansion, Washington, D. C. *Sir* :—, or *Mr. President* :—.

The Vice-President.

To the Honorable Levi P. Morton, Vice-President of the U. S. Or (unofficial),
Hon. Levi P. Morton. *Sir* :—.

Cabinet Ministers.

To the Honorable Redfield Proctor, Secretary of War. Or, To the Honorable
the Secretary of War. Or, Hon. Redfield Proctor. *Sir* :—.

All others not specified who are entitled to "Honorable," are addressed in a
similar manner.

Foreign Ministers.

To his Excellency Robert T. Lincoln, Envoy Ex., etc., at the Court of St.
James. *Your Excellency* :—. *Sir* :—.

Assistant Secretaries, Heads of Bureaus, etc.

To —, Esq., Assistant Secretary of State. *Sir* :—. (Sometimes, by courtesy,
addressed as *Hon.*)

The Governor of a State.

To His Excellency J. B. Foraker, Governor of the State of Ohio. Or, His
Excellency Governor J. B. Foraker. Or, To His Excellency the Governor. *Sir* :—,
Your Excellency :—.

Heads of State Departments, Members of the State Senate, etc.

Hon. —, Attorney-General of N. Y. *Sir* :—.

OFFICERS IN THE MILITARY OR NAVAL SERVICE.

ARMY OFFICERS.

The General of the Army.

To General W. T. Sherman, Commanding the Armies of the United States.
Or, General W. T. Sherman, Commanding U. S. A. Or, To the General of the

Army. (It is a rule of the War Department at Washington, to address all officers by their office, not by name.) *General:—, or Sir:—.*

The general practice in the army is to use the military title (*General, Col., Captain, etc.*) in the salutation, in addressing all officers above the grade of Lieutenant. A Lieut. has the salutation of *Sir*. In the superscription, his rank is generally mentioned. In army correspondence the address is generally, not always, written at the top of the letter.

A Colonel.

Col. —, commanding 1st Cavalry. Or, Col. —, U. S. A. *Colonel:—.*

The Quarter Master General.

The same as a business man; and other officers of the Army are addressed in a similar manner.

NAVY OFFICERS.

The Admiral of the Navy.

To Admiral D. G. Farragut, Commanding the Fleets of the U. S. Or, Admiral D. G. Farragut, Commanding U. S. N. Or, To the Admiral of the Navy. *Sir:—.*

In the Navy, *Sir* is invariably used as the salutation; and the address, consisting of the name, title, and command, is written at the bottom. The following is an extract from the Navy Regulations:—

"Line officers in the Navy, down to and including Commander, will be addressed by their proper title; below the rank of Commander, either by the title of their grade, or *Mr.* Officers of the Marine Corps above the rank of 1st Lieut. will be addressed by their military title, brevet or lineal; of and below that rank, by their title of *Mr.* Officers not of the line will be addressed by their titles, or as *Mr.* or *Dr.*, as the case may be."

A Commodore.

Commodore A— B—, commanding South Atlantic Squadron (or as the case may be). Or, Commadore A— B—, U. S. N. *Sir:—.*

Other officers of the Navy are addressed in a similar manner.

LEGISLATIVE AND OTHER ORGANIZED BODIES.

Communications to an organized body are usually addressed to the President of that body as its chief representative. The communications may, however, be addressed to the body itself. In such cases it goes to the President, and is by him formally presented.

Communications, especially petitions, are often addressed "To the president and members of —," etc.

The Senate of the U. S.

To the Honorable the Senate of the U. S. in Congress Assembled. *Honorable Sirs:—.* Or, *May it please your Honorable Body (or the Honorable Senate):—.*

The President of the Senate.

To the Honorable the President of the Senate of the U. S. Or, To the Honorable Levi P. Morton, President of the Senate of the U. S. *Sir:—.* Or, *Honorable Sir:—.*

The House of Representatives.

Address and salutation similar to those of the Senate.

The Speaker of the House.

To the Honorable the Speaker of the House of Representatives. *Sir:—*, or *Mr. Speaker:—*.

State Legislatures.

They are addressed in the same form as the House of Congress, except, of course, the name, and the formula "in Congress assembled."

The title "Honorable" is generally applied to Legislative bodies if addressed collectively, even though the individual members are not entitled to it. For example, in most states in addressing the House of Representatives of the State, we would use the title "Honorable," but in addressing an individual member, as stated elsewhere, we would use the title *Esq.*, with the salutation *Sir*. The same applies to city governments. In some states, the Speaker of the House is addressed as "Honorable."

A Court.

To the Honorable Judges of the — Court. *Your Honors:—*. Or, *May it please your Honors:—*.

A Board of Education.

To the President and Members of the Board of Education (or whatever the corporate name may be). *Sirs:—*. Or (if in the city), *May it please your Honorable Body:—*.

As stated above, communications (except petitions) are generally addressed to the President of such bodies, as follows:—

The President of a Board of Education, Directors, or Commissioners.

To —, Esq., President of the Board of School Commissioners of Baltimore City. *Sir:—*.

To a Company.

To —, Esq., President of the L. S. & M. S. R. R. Co. Or, To —, Esq., President of the — Insurance Co., New York. *Sir:—*.

A PETITION.**To a Legislature.**

To the Honorable the Senate and House of Representatives of the Commonwealth of Pennsylvania. *The undersigned respectfully represent*, etc. Or, *The petition of A. B. (or the undersigned) humbly sheweth*, etc.

Close, when there are several signers:—*And your petitioners, as in duty bound, will ever pray*, etc.

(Signatures.)

(Signatures.)

In a petition to Congress, or to either House, add the words "in Congress assembled." A petition to a Court or other body is in the same general form.

ROMAN CATHOLIC TITLES AND FORMS.

With Directions for Addressing the Pope and other Dignitaries of the Church, and a List of the Abbreviations allowed and used by Roman Catholics.*

EXPLANATION.—*A*— denotes *Christian name*; *B*—, *family name*; (*a*), the *address* of the letter; (*b*), the *salutation*; (*c*), the *complimentary close*.

The Pope.

- (*a*) 1. To our Most Holy Father, Pope Pius the Ninth (or Pope Pius IX.).
 2. To His Holiness Pope Pius the Ninth (or Pope Pius IX.).
 (*b*) 1. Most Holy Father. 2. Your Holiness.
 (*c*) Prostrate at the feet of your Holiness,
 And begging the Apostolic Benediction,
 I protest myself now and at all times to be,
 Of your Holiness, the most obedient son,
 A— B—.

NOTE.—The first forms of address and salutation would be used by Catholics. The second forms might also be used by them, but would not sound so affectionate and loyal as the others. They would be used chiefly by those who, having to communicate with the Pope, but not acknowledging him as the head of their Church, would still wish to treat him with respect. The concluding form is of course for Catholics only. Non-Catholics would have to trust to their good taste or common sense to conclude suitably. If several join in the concluding form, it must be put in the plural. If the writer be a female, she writes "child," instead of "daughter;" if a boy or youth, he writes "child," instead of "son;" if the writers are of both sexes, they write "children."

A Cardinal.

- (*a*) 1. To His Eminence Cardinal B—. (If he be also a bishop, an archbishop, or a patriarch, add) Bishop (or as the case may be) of ——.
 2. To His Eminence the Most Reverend Cardinal B—.
 (*b*) 1. Most Eminent Sir. 2. Most Eminent and Most Reverend Sir.
 (*c*) 1. Of Your Eminence,
 The most obedient and most humble servant,
 A— B—. 2. I have the honor to remain,
 Most Eminent Sir,
 With profound respect,
 Your obed't and humble serv't,
 A— B—.

NOTES.—1. If the writer be a Catholic and belong to the cardinal's diocese (supposing him to have one), he adds, if he be an ecclesiastic, after the words "humble servant," the words "and subject;" but if he be a layman, he adds the words, "and son."

2. The Christian name is not generally used in addressing prelates, if the family name be a distinguished one, and if there be no danger of its being mistaken for the name of another person. To such common names as Smith and Jones, however, the Christian name should generally be added, to avoid confusion. If the official title follow the name, the Christian name must always be used; as,
 "His Eminence A— B—, Archbishop of New York."

*The interesting and valuable information under this heading has been adapted from the article prepared by Monsignor Seton, D. D., and published in Westlake's 'How to Write Letters.' We are indebted to Right Reverend Bishop Horstmann, of Cleveland, for suggestions in the revision.

3. The title D. D. or S. T. D. (Doctor of Divinity) may be written after the name of a cardinal archbishop, or bishop; but the best authorities condemn its use in these cases, for the reason that such persons are doctors ex-officio, and the title is therefore redundant. It is never used when the official title precedes the name. Thus, we may write "Right Reverend A— B—, D. D.," but not "Right Reverend Bishop B—, D. D."

An Archbishop.

- (a) 1. Most Reverend Archbishop B—. Or,
 2. Most Reverend A— B—, Archbishop of —.
 (b) 1. Most Reverend and Respected Sir. Or,
 2. Most Reverend and Dear Sir.
 (c) 1. I have the honor to be,

{ Most Reverend Sir, or
 { Most Reverend Archbishop, or
 { Most Reverend and Dear Sir,
 Your obedient servant,

A— B—.

NOTE.—The second form of salutation (*δ* 2) is to be used only by a clergyman or a friend.

A Bishop.

- (a) 1. Right Reverend Bishop B—. Or,
 2. Right Reverend A— B—, Bishop of —.
 (b) 1. Right Reverend Sir. 2. Right Reverend and Dear Sir.
 3. Right Reverend and Dear Bishop.
 (c) I have the honor to remain,
 Right Reverend Sir (or any of the formulas *δ*, 1, 2, 3),
 Your obedient servant,

A— B—.

(Roman) Prelates.

I. *Apostolic Prothonotaries.*

II. *Domestic Prelates* (viz., of the Pope).

(Both are styled, like bishops and abbots, Right Reverend, and are generally called Monsignores, a title, however, which is given, in Italy, to all prelates above them, except to cardinals and abbots; and to some dignitaries below them. Among English-speaking Catholics it is not used of archbishops and bishops.)

- (a) 1. Right Reverend Monsignor* B—. (I., II.) Or,
 2. Right Reverend A— B—. (I., II.) Or,
 3. Right Reverend Monsignor B—, Prothonotary Apostolic (I. only.)
 4. Right Rev. Monsignor A— B—, Prothonotary Apostolic, etc. (I. only.) (*Etc.* is added when, as is usually the case, he has other dignities.)
 5. Right Reverend A— B—,
 Domestic Prelate of His Holiness (or of the Pope). (II. only.)

It will be noticed that the 1st and 2d of the above forms apply equally to I. and II.; the 3d and 4th to I. only; the 5th to II. only.

**Monsignor* has become more or less anglicized; consequently, *Monsigneur*, which is French, should not be used except when writing in that language. *Monsignor* and *Monsignore* (Italian) are used indifferently, but in English the former is preferable.

- (b) 1. Right Reverend Sir.
 2. Right Reverend Monsignore. Or,
 3. My dear Monsignor (if well acquainted). Or, simply
 4. Monsignor.

The above forms (b) apply both to I. and II. The 4th is stiff, such as might be used by a total stranger or not very friendly correspondent. To begin, "Monsignor B—," would be rude, and forebode that the writer meant to say something disagreeable.

- (c) 1. Right Reverend Sir.
 2. Right Reverend and Dear Sir. Or,
 3. My Dear Monsignor,
 Your friend and servant,

A— B—.

Inferior Dignitaries.—All dignitaries inferior to patriarchs, archbishops, bishops, abbots, and prelates are addressed "Very Reverend." Dignitaries are Roman Monsignores other than the two sorts of Prelates mentioned above, Administrators of vacant dioceses, Vicars General, Provosts, Archpriests, Canons, Deans, Heads, and Provincials of Religious Orders, and Priors of Priors (which are separate establishments). These, and by *courtesy* some others, such as Priors of Monasteries over which abbots preside, Rectors and local Superiors of Religious Houses, Presidents or heads of seminaries, colleges, and larger religious institutions, are properly addressed as "Very Reverend."

Doctors of Divinity or of Laws (1), Vicars Forane (2), Rural Deans (3), Vice Presidents of colleges, or other assistant superiors of religious institutions (4), Members of the Episcopal Council (5), Examiners of the Clergy (6), Chancellors of a diocese (7), the Secretary of a bishop or of a diocese (8), and others, along with Priests, have no claim to be styled "Very Reverend," although a somewhat abusive custom seems to allow it to classes 2, 3, and 4. These and all others in 'Priests' or Deacons' orders should be styled simply "Reverend."

A Vicar General.

- (a) 1. Very Reverend A— B— (with initials of office). Or,
 2. Very Reverend Vicar General B—. Or,
 3. Very Reverend A— B—,
 Vicar General of — (name of diocese).
 (b) 1. Very Reverend and Dear Sir.
 2. Very Reverend Sir. Or,
 3. My dear Vicar General (only if the writer belong to the diocese). Or simply, 4. Dear Sir.

The Rector of a Religious House, Provincial of an Order, or a Prior.

- (a) 1. Very Reverend Father A— B— (initials of order) Rector (or Prior) of — (name of House). Or, Provincial of — (name of Order), or, better, of the members of the Order taken collectively).

Doctors of Divinity (D. D.) or of Laws (LL. D.)

- (a) 1. Reverend A— B—, D. D. (or LL. D.). Or,
 2. Reverend Dr. A— B—.

If such an one be the pastor of a church, or a professor in a seminary or other institution, add "Pastor of —," or "Professor of —."

Priest (simply).

- (a) 1. Reverend A—— B——. Or, 2. Reverend Father A—— B——. Or, 3. Reverend Father B——.
- (b) 1. Reverend Sir. Or, 2. Reverend and Dear Sir. Or, 3. Reverend Doctor.

NOTE—"Your Reverence" is courteous and correct, but is local in its use; being confined mainly to Irish Catholics.

Female Superiors of Religious Orders.

(It is quite customary, but abusively so, to call every female superior of a religious order, or house, "Reverend Mother." The proper style is as follows:—)

- (a) 1. Mother —— (name in religion, *e. g.*, Elizabeth). Or,
2. Mother —— (name in religion, unless she preserves, as in some orders, her family name),
Superior of —— (*e. g.*, Sisters of Charity.)

NOTE.—Members of one religious order in the United States, the "Ladies of the Sacred Heart," are always addressed and spoken of as "Madame." In England, an abbess is styled "The Right Reverend Lady Abbess of ——" (name of abbey), or "The Right Reverend Lady Abbess ——" (Christian and family names, or family name only). It is customary, even in the United States, to style religious women who are at the head of some religious order (as, for instance, the Sisters of Charity),—not merely superiors of houses of that order,—or who are the superiors of houses belonging to *ancient* orders (as, for instance, the Benedictines, the Dominicans, etc.), "Reverend"; as, "The Reverend Abbess" or "Prioress," or "The Reverend Mother Abbess" or "Prioress," or "The Reverend Mother Superior."

LETTERS AND PETITIONS TO THE POPE AND OTHERS.

Letters.—In letters to the Pope, the salutation must stand alone upon one line at the top of the page; the body of the letter occupies the middle portion of the page, and the place of writing and date are put at the bottom, near the left edge. A certain vacant space should be left between the salutation and the beginning of the letter, an equal space between the complimentary close and the signature, and a less space between the end of the letter and the complimentary close. By reason of these requirements, note paper or any small form of letter paper should never be used for this purpose. The same requirements must be observed in writing to Cardinals and other high ecclesiastics in all parts of Italy,—at least when writing in anything like a formal or official manner, except that the spaces diminish with the rank of the dignitaries.

Petitions.—The form of a petition is somewhat different; and the language should be Latin or Italian. French, however, is tolerated, if the Pope understand it, which may not always be the case.

A sheet of official letter-paper is folded lengthwise into two equal parts, by turning the left or folded edge over to the right (thus bringing half of the fourth page uppermost). Near the top of this fold is written the address of the Pope ("To His Holiness, Pope Pius IX., *e. g.*); half-way down, the word "for" (in the proper language); and near the bottom, the name and residence of the petitioner. Then the sheet is unfolded, bringing it to its original position. On the left-hand column of the first

page, near the top, the petitioner writes the salutation ("Most Holy Father," *e. g.*), then,—leaving the customary space,—his petition; and, at the bottom, without his signature, a formula corresponding to our closing form, "And your petitioner, as in duty bound, will ever pray," etc. On the right-hand fold or column the Pope's answer is written, either in his own handwriting or that of a person who has been charged with that duty.

The object of folding the page, and of writing the petition on one fold of it, is that the answer to it may be written on the other column or fold, and thus the two parts of the document be put, for convenience, in juxtaposition.

One Side Only.—A petition, and, in fact, a letter, address, or any other communication to the Pope, should generally occupy only one side (the face) of the leaf; but if the matter cannot be contained on one page only, it should be continued on the third page of the sheet, and not on the second page.

Place of Address.—In a letter to a Cardinal, the place and date should be written in the upper right corner (the usual position), and the Cardinal's address in the lower left corner. Indeed it is better in all cases to put a clergyman's address (as is customary in Rome) at the bottom rather than at the top, to distinguish the letter in form from ordinary business and other secular letters.

ABBREVIATIONS USED BY ROMAN CATHOLICS.

REMARK.—In writing to the Pope, a Cardinal, or any high dignitary, abbreviations relating to the dignitary may be used in the outside address, but not in the inside address or the body of the letter. Abbreviations that do not relate to the dignitary himself may, however, be tolerated in the letter.

EXPLANATION.—The words and letters in italics are always printed so.

Holy Father.....	H. F.	Rural Dean.....	R. D. or Rur. Dn.
His Holiness.....	H. H.	Chancellor.....	Chanc.
Cardinal.....	Card.	Canon.....	Can.
His Eminence.....	H. E. or His Em.	Provost.....	Prov.
Archbishop.....	Abp.	Brother.....	Br. Bro.
Bishop.....	Bp.	Sister.....	Sr. Sist.
Abbott, Abbess.....	Abb.	Rector.....	Rect.
Prior, Prioress.....	Pr.	Father, Friar.....	Fr.
Monsignor.....	Monsig.*	Most Reverend.....	Most Rev. or Mt. Rev.
Prothonotary Apostolic.....	Prot. Ap.	Right Reverend.....	Rt. Rev.
Domestic Prelate.....	Dom. Prel.	Very Rev.....	V. R. or Very Rev.
Private Chamberlain.....	Priv. Chamb.	Doctor of Divinity.....	D. D.†
Provincial.....	Prov. or P.	Vicar Apostolic.....	V. A. or Vic. Ap.
Superior.....	Sup.	Diocese.....	Dioc.
Vicar General.....	V. G. or Vic. Gen.	Pastor.....	Past.
Vicar Forane.....	V. F. or Vic. For.	Saint.....	St.

*Mgr. is frequently, but ignorantly, used for the abbreviation of *Monsignor*. It is the abbreviation of the French *Monseigneur*.

†The clergy are divided into Secular clergy and Regular clergy. D. D. is generally placed only after the name of a member of the secular clergy; *i. e.*, of one not belonging to a religious order. After the name of a member of a religious community, congregation, or order, it is usual to put the initials only of that community, congregation, or order. In all cases, the D. D. precedes any other initials; as, "Very Rev. A.—B.—, D. D., V. G."

Coadjutor, Coadjutor Bishop,	Metropolitan	Metr. or Metrop.
<i>Coad.,* Coad. Bp.</i>	Diocesan Seminary	Dioc. Sem.
In partibus infidelium, <i>in part.,† or i. p. i.</i>	Provincial Seminary	Prov. Sem.
Parish Priest	Catholic Institute	Cath. Inst.
Monastery	Young Men's Catholic Association.	
Convent	Y. M. Cath. A.	
Community	Parochial Library	Paroch. Lib.
Congregation‡	Female Academy	Fem. Ac. or Acad.
Novitiate	Coadjutor with right of succession.	
Primate	Coad. cum. jure suc.	
	Blessed Virgin Mary	B. V. M.‡

* Written with a *small c* if after the name; as, "Rt. Rev. A— B—, coadjutor."

† Never in capitals, and always after the name; as, "Rt. Rev. A— B—, Bp. of — *in part.*"

‡ A kind of religious order.

§ Frequently found in Catholic Directories, after the name of a church; as, for instance, "Church of the Visitation, B. V. M."

ABBREVIATIONS OF THE PRINCIPAL RELIGIOUS ORDERS IN THE UNITED STATES.

Written after the Names of the Members.

ENGLISH.	ABBREVIATIONS.	LATIN.
Benedictines	O. S. B.	Ordinis Sancti Benedicti.
Dominicans {	O. P. or O. S. D.	Ordinis Prædicatorum; or, Ordinis Sancti Dominici.
Franciscans	O. S. F.	Ordinis Sancti Francisci.
Augustinians	O. S. A.	Ordinis Sancti Augustini.
Capuchins {	Cap. or O. Min. Cap.	Capucinus; or, Ordinis Minorum Capucinatorum.
Cistercians	O. Cist.	Ordinis Cisterciensis.
Jesuits	S. J.	Societatis Jesu.
Redemptorists ... {	Redempt., or C. SS. R.	Redemptorista; or, Congregationis Sanctissimi Redemptoris.
Passionists	Pass. or C. P.	Passionista; or, Congregationis Passionis.
Minor Conventuals.	O. M. Conv.	Ordinis Minorum Conventualium.
Carmelites, Calced.	O. C. C.	Ordinis Carmelitarum Calceatorum.
" Discalced	O. C. D. or Dis.	Ordinis Carmelitarum Discalceatorum.
Vincentians, or Lazarists	C. M.	Congregationis Missionum.
Sulpitians	S. S.	(Societatis) Sancti Sulpitii.
Oblates of Mary Immaculate	O. M. I.	

Ladies of the Sacred Heart	Ladies of the S. H.
Nuns of the Visitation	Nuns of the V.
Sisters of Charity	Sisters of Char.
Sisters of Notre Dame	Sisters of N. D.

CLASSIFIED LIST OF ABBREVIATIONS.

(Exclusive of those Denoting Titles.)

CHRONOLOGICAL.

TIME OF DAY.

Hour, h.; minute, min.; second, sec.
 Forenoon (*ante meridiem*) A. M.
 Afternoon (*post meridiem*) P. M.
 Noon (*meridiem*) M.

MONTHS.

Month, months mo., mos.
 Last month (ultimo) ult.

This month (instant) inst.
 Next month (proximo) prox.

YEARS AND ERAS.

Year, years yr., yrs.
 By the year (per annum) . . . per an.
 Before Christ B. C.
 In the Christian Era (*anno Domini*) A. D.
 Week. wk.

RELATING TO BUSINESS.

Account acct., a/c.
 Agent Agt.
 Amount amt.
 At or to (mercantile) @, a.
 Average av.
 Balance bal.
 Bank bk.
 Barrel, barrels bl., bbl. or bls.
 Bill Book B. B.
 Bills Payable B. Pay.
 Bills Receivable B. Rec.
 Bought bo't.
 Brother, Brothers Bro., Bros.
 Brought brot.
 Bushel bu., bush.
 By the P., p. or p.
 Cashier Cash.
 Cash Book C. B.
 Cleared cld.
 Charged chgd.
 Company Co.
 Care of c/o.
 Collector Coll.
 Commission com.
 Commerce com.
 Credit, creditor Cr.
 Cent, cents ct., cts.
 Clerk clk.

Cash on delivery C. O. D.
 Debtor Dr.
 Ditto (the same) do
 Discount dis. or disc.
 Dividend div.
 Dollar, dollars dol., dols.
 Dozen doz.
 Draft dft.
 Each ea.
 Errors excepted E. E.
 Errors and omissions excepted . . .
 E. & O. E.
 Et cetera (and the rest) . . . etc., &c.
 Foot or feet ft.
 Forward ford.
 Freight frt.
 Folio Cash Book F. C. B.
 Gross gro.
 Gallon gal.
 Half hlf
 Handkerchiefs hdkfs.
 Head hd.
 Hogshead hhd.
 Hundred hund.
 Hundred weight cwt.
 Interest int.
 Invoice Book I. B.
 Inches in.

Insurance	ins.	Per cent (by the hundred) . .	per cent.
Invoice	inv.	Pennyweight	pwt.
Inventory	inv.	Pound, pounds	lb., lbs.
Journal	jour.	Quart, quarts	qt., qts.
Journal Folio	J. F.	Quarter, quarters	qr., qrs.
Ledger	ledg.	Returned	retd.
Ledger Folio	L. F.	Received	recd.
Measure	meas.	Receipt	rect
Merchandise	mdse.	Schooner	schr.
Memorandum	mem.	Sales Book	S. B.
Number, numbers	no., nos.	Sailed	sld.
Outward Invoice Book	O. I. B.	Shipment	shipt.
Ounce	oz.	Square	sq.
Package	pkge.	Storage	stor.
Pages	pp.	Steamer	str.
Pair	pr.	Sundries	sunds.
Peck, pecks	pk., pks.	Thousand	M.
Petty Cash Book	P. C. B.	Tonnage	ton.
Paid	pd.	Volume	vol.
Payment	payt.	Weight	wt.
Pint, pints	pt., pts.	Without deduction	net.
Premium	prem.	Yard, yards	yd., yds.
Per annum (by the year)	per an.		

RELATING TO LAW AND GOVERNMENT.

Abbreviations of official titles not here given may be found in the Classified List of Titles.

Administrator	Admr.	Congress	Cong.
Administratrix	Admx.	Defendant	Deft.
Attorney	Atty.	Justice of the Peace	J. P.
Against (<i>versus</i>)	v. or vs.	Member of Congress	M. C.
Assistant	Asst.	Plaintiff	Pltf.
And others (<i>et alii</i>)	et al.	Post-office	P. O.
Clerk	Clk.	Post-master	P. M.
Committee	com.	Right Honorable	Rt. Hon.
Common Pleas	C. P.	Superintendent	Supt.

ECCLESIASTICAL.

Congregational	Cong.	Methodist Episcopal	M. E.
Deacon	Dea.	Protestant Episcopal	P. E.
God willing (<i>Deo volente</i>)	D. V.	Presbyterian	Presb.
Jesus the Savior of Men	I. H. S.	Roman Catholic	Rom. Cath.

MISCELLANEOUS.

Ad libitum (at pleasure)	ad lib.	Incognito (unknown)	incog.
Alley	Al.	Island	Isl.
American	Am. or Amer.	Lake	L.
Anno Domini (in the year of our Lord)		Manuscript	MS. (<i>pl.</i> MSS.)
.	A. D.	Mountain or Mount	Mt. (<i>pl.</i> Mts.)
Anonymous	anon.	Postscript	P. S.
Answer	Ans.	Pro tempore (for the time)	pro tem.
Arithmetic	Arith.	Railroad	R. R.
Avenue	Av. or Ave.	Recording Secretary	Rec. Sec.
Borough	Bor. or bor.	River	R.
Christmas	Xmas.	Secretary	Sec.
Corresponding Secretary	Cor. Sec.	Senior	Sr. or sen.
Corner	Cor.	Street or Saint	St. (<i>pl.</i> Sts.)
County	Co. or co.	Take Notice	N. B.
Court House	C. H.	Township	tp.
District	Dist.	Videlicet (namely)	viz.
East, E.; West, W.; North, N.; South, S.		Village	Vil. or vil.
Executive Committee	Ex. Com.	Young Men's Christian Association	
Id est (that is)	i. e.	Y. M. C. A.

MISCELLANEOUS EXERCISES.

(Selections may be made by number from this list, at the option of the teacher.)

The short exercises, including the parts of letters, may be written on foolscap paper, using only as many blue lines as are necessary for each, and ruling lines between the forms to separate them.

For each letter written, address an envelope, fold the paper, and place it in the envelope.

HEADINGS AND INTRODUCTIONS.

Arrange, punctuate and capitalize correctly.

1. Write a heading for a letter to be sent from this place to-day.
2. Use these words in a heading: Iowa, 1889, June 20, 753 Elm St., Davenport.
3. Write a heading and introduction for a letter to be sent to Charles Warner & Co., Erie, Pa., from Chicago, Ill., present date.
4. Write a heading for a letter sent from some hotel in New York City.
5. Write a heading for a letter sent from some educational institution, to-day.
6. Write an introduction to a letter to the President of the U. S.
7. Write an introduction to a letter to the Governor of your state.

8. Write a heading and salutation to a business letter to Miss Cynthia Brown, Springfield, Illinois.

9. Write an introduction to a letter to the firm of John Brownlee & Co., publishers of the Christian Gazette, 667 Ash street, Boston, Mass.

10. Write an appropriate salutation to (1) a business firm, (2) a child, (3) an intimate friend, (4) an aged gentleman, (5) a married lady friend, (6) your teacher.

Write correctly the following headings and introductions :

11. jan 24th detroit my Dear alfred your letter etc.

12. mr martin My dear sir if it is convenient etc.

13. chicago ill 2d of June 1888 hon J t Brown gov of ohio dear sir can you etc.

14. prof isaac Dodge goshen Indiana my Very dear Sir will you Please etc.

15. ky covington my dear brown February 4th 1880 it is with etc.

THE CONCLUSION.

Write the following, arranging, punctuating and capitalizing correctly:

16. Yours Truly howard Kirtland.

17. Very Respectfully Yours John Hammond.

18. Your sincere Friend Marion.

19. Your Loving Son Harry.

20. We remain As ever very Truly yours Brown Smith & co.

21. Write the conclusion of a business letter from yourself to A. T. Stewart & Co., New York.

22. Write the conclusion of a letter to your most intimate friend.

23. Write the conclusion of a letter to the Post Master General of the United States.

ENVELOPES.

(For these exercises paper may be used instead of envelopes, marking around an envelope with a lead pencil, to give the size and shape of same. Arrange the address properly in this space.)

24. Address an envelope to Jones, Hart & Simpson, 801 Broadway, New York City.

25. Address an envelope to E. E. Northway, 128 Hawthorne Ave., City.

26. Address an envelope to Prof. J. Tuckerman, South New Lyme, Ashtabula Co., Ohio.

27. Address an envelope to Messrs. Smith, Brown & Co., Chicago, Ill., for a letter introducing Mr. Charles Brown.

28. Address an envelope to Prof. J. H. Bryant, Lock Box 73, Jacksonville, Ill.

29. Address an envelope to Miss Mary Miller, Minneapolis, Minn., care Mr. Martin Mercer.

30. Address an envelope to Mr. F. A. Timby, Care Reed & Riley, 14 Fifth Ave., Denver, Col.

INTRODUCTIONS.

31. Write a letter introducing a friend of yours to an acquaintance in Buffalo, asking him to aid him if possible in securing employment in a dry goods house.

32. Your uncle is a Congressman in Washington; write him a letter asking him to show some attention to your friend, the bearer, during his visit at the capital.

33. Write to your sister, introducing an intimate friend who is passing through the city, and calls upon her at your earnest solicitation.

LETTERS OF CREDIT.

34. Write a letter of credit to a firm in New York, asking that Thomas Mayhew be trusted for three months to an amount not exceeding five hundred dollars, for millinery goods.

35. Write a letter addressed to yourself, from the firm in New York, stating that Thomas Mayhew failed to pay for the goods in due time, and asking immediate settlement for the amount.

APPLICATIONS.

36. Write a letter applying for a situation as book-keeper in a grocery, stating qualifications, experience and salary expected; also name some one as reference.

37. Write a letter to the School Board, Jackson, Mich., applying for a position as teacher in the public schools, stating qualifications, experience, grade desired, and salary you will accept; also some special preparation you have made for the work.

38. Write an advertisement for the New York World, stating your desire to secure a situation as amanuensis for some literary or professional gentleman.

39. Write a letter soliciting advertising for the Daily Tribune, published in Boston. State circulation.

40. Write to a friend in Lincoln, Neb., asking what the opportunities of success are there for a young man of your abilities.

Answer the following advertisements:

41.

BOOK-KEEPER AND CORRESPONDENT—Wanted, a book-keeper, competent to keep the accounts and assist in conducting the correspondence of an establishment. Address, stating experience and giving references, "Business." jero-tf

42.

WANTED—Young man stenographer and type-writer, with machine. Address, stating terms, lock box 216, Fostoria, Ohio.

43.

WANTED—Shipping clerk by a large manufacturing concern. Must write a good hand and be thoroughly acquainted with the shipping to all parts of the United States; single man preferred; none but those competent need apply. Address with references at once, P. O. Box No. 408. 475a-7

44.

WANTED—A lady stenographer who has had some experience on the type-writer. Address, in own hand writing, stating salary wanted, NURSERYMAN, Herald office. 34a

45.

WANTED—A young lady for mercantile office; must be a good writer. One with previous business experience preferred. Address in own hand writing, naming references, COMMERCIAL, Sun office. 19

46.

WANTED—Book-keeper (double entry) and correspondent; must be rapid and accurate, good penman, and able to take notes of instructions in short-hand; give age and experience. Address box 179, Leader office. 53a

RECOMMENDATIONS.

47. Write a letter of recommendation for John Durand who has been in your employ five years, stating his ability as a book-keeper.
48. Write a letter of recommendation for a faithful teacher.
49. Write to your pastor asking for a letter of recommendation to the church in this city.
50. Write a letter to Dr. Joseph Barnes, with whom you studied, asking for a testimonial of your qualifications as a dentist.

ORDERING MERCHANDISE.

51. Write a letter ordering twelve kinds of groceries and state the method of shipment and payment.
52. Write a letter ordering six different kinds of books, state the amount you can pay in cash and the time wanted on the balance.
53. Write a letter ordering millinery goods to be sent C. O. D.
54. Write a letter ordering six pieces of dress goods and six articles in the notion line, to be sent by express. State that you wish to discount your bill.

INCLOSING INVOICE.

55. Write a letter enclosing an invoice of groceries.
56. Write a letter enclosing shipping receipt and invoice of 100 Arithmetics, shipped by fast freight.
57. Write a letter enclosing an invoice of drugs; also write the invoice, ten articles.

RECEIPTS AND PAYMENTS.

58. Write a letter acknowledging the receipt of money for an account in full.
59. Write a receipt for money paid you on account.
60. Write a receipt for money paid you by one person for another, in full of the latter's account.
61. Write a receipt for three months' rent paid you for store, 536 Walnut street.
62. Write a letter enclosing a money order in payment of the balance due on an old account.
63. Write a letter to Frank Holmes enclosing an order drawn in his favor upon Hiram Johnson.
64. Write a letter to R. A. Martin & Co., of your own city, enclosing a check in payment of bills for the month, to date.
65. Write a letter to John Taylor & Co., New York, agents for the Star Line ocean steamers, engaging two passages to Liverpool, Eng., enclosing draft to pay for the same.
66. You have just received a monthly statement of your account from your tailor. Write him a letter enclosing ten dollars to apply on account, and asking for time on the balance.

LETTERS ASKING FOR SETTLEMENT.

67. One of your customers has failed to meet his payments promptly; send him his account, and ask him to call and settle immediately or make satisfactory explanation of the delay.

68. Write to Dr. Joseph Hill, Pittsburg, asking for settlement of an invoice of drugs shipped a year ago, that were to have been paid for in thirty days.

69. The Howard Publishing Co., Trenton, N. J., owe you two hundred and fifty dollars. Write them a brief note, stating that you will draw on them for the amount on the 1st proximo.

70. Write to your lawyer who has been collecting your accounts and failed to report the same, asking him to call and settle without further delay.

71. Write a courteous letter to Wm. Hays, who is behind with his payments, asking for immediate settlement.

TELEGRAMS.

72. Write a telegram not exceeding ten words, ordering a small invoice of dry goods sent by express.

73. There has been a railroad accident. Send a telegram of ten words to your mother announcing your escape without injury, and that you will be home at 10:30 P. M.

74. Write a telegram of not to exceed ten words, to Spencer & Packard, Chicago, stating goods ordered ten days ago have not arrived and ask why.

75. Telegraph to Hunt & Fisher, Boston, Mass., regarding a clerk you contemplate employing. He was in their employ five years. Use not more than ten words.

CONGRATULATIONS.

76. Write a letter of congratulation to an intimate friend, who is to deliver the valedictory address of his class.

77. Write a letter of congratulation to a friend elected to Congress, after a very exciting and close election.

78. Write a congratulatory note to an author, who is a very near friend, upon the success of his latest work.

79. Write a letter of congratulation to a friend just married.

MISCELLANEOUS.

80. Write a letter to your parents telling of your safe arrival at school and give some incidents of the journey.

81. Write your teacher a note explaining your absence from school during the past week.

82. Write to the President of Cornell University asking for catalogue and circulars.

83. Write to the publishers of the "North American Review," asking them to send you a copy for one year, and state with what number you desire to begin.

84. Write the names of (1) five railways, (2) three express companies, (3) and two telegraph companies.

INDEX.

Numbers refer to Paragraphs, unless the word 'page' precedes the number.

- Abbreviations, Catholic.....page 241
 classified list ofpage 243
 general remarks 455
 of titlespage 228
 Acceptances and Regrets... 527-534
 Accuracy, grammatical 116
 Address, forms of.....page 233
 in letters 16, 17, 37
 - models of 23
 writer's 466
 Adjective clause 419
 Advertising 516
 Anniversaries, wedding 523
 Announcements, wedding 522
 Answers, date of 440
 hasty 449, 467
 promptness of 444, 468
 Apostrophe 432
 Application, wording of 488
 how written 486
 importance of care 487
 letters of 485, 488
 Attendant elements 409
- Betrothal cards..... 548
 Body, beginning of 25
 of letter 24-29
 Brackets, uses of 425
 Business letters, classified 3
 defined 3
 essentials of 3
 length of 473
- Campania, cut of..... 82
 Canada, mail to 585
 Cancelling machine 84
 Capitalization, of salutation 22
 of superscription..... 58
 Capitals 387-402, 592
 rules for 388-402
 Cards 535-552
 Cards and notes..... 517-520
 classes of 547-552
 inscription on 544
 titles on 545
 uses of.....536-543
 Caret, uses of..... 435
 Carriers, expense for..... 86
 number of..... 87
 Catholic Titles and Forms...page 237
- Ceremonial cards 547
 Charity, sisters of 569
 Checks 496, 498-500
 indorsement of 500
 Cipher, in telegraphing 512
 City, heading for 13
 Clauses, punctuation for.... 413-415,
 419, 420.
 Classification, of postal matter, 574-577
 of titles and abbreviations, page 228
 Clearness of diction 109
 C. O. D., goods sent 494
 Code, telegraphic 512
 Colon, uses of 427
 Comma, rules for 409-422
 Complete letter-writers 439
 Complimentary close, definition.. 31
 forms of 32
 Compound predicate, punctuation 422
 sentence, punctuation for..... 421
 Conclusion, to a letter 30-39
 models of 32, 39, 44⁸
 punctuation of 38
 Condolence, letters of 511
 Confectioneries 583
 Congratulation, letters of 510
 Contractions, general remarks... 455
 special 457
 Copy for the press 509
 Copying letters 447
 Correct position in writing..page 124
 Country places, heading for 13
 Courtesy, letters of, defined 6
 in writing 456
 Credit, letters of 489, 490
- Dash, punctuation for 423
 Dead letter office, employees of... 88
 letters, when sent 54
 pieces received 52
 Dictation to stenographers..... 589
 Diction of letters 108-117
 Dinners 524, 529
 Divisions of railway 81
 Division of words..... 593
 Doctor of medicine, title of... 567, 568
 Dont's 95-107
 Drafts 497-500
 endorsement of 500
 Drop letters 528

- Dunning letters..... 471
Duplicate letters..... 594
- Ellipsis.....415, 436
Emphasis, how shown 460
Enclosures, folding 499
Endorsement of business paper.. 500
English, good 111
Envelopes 10
 care in directing 506
 inserting letter 47
 self-addressed 53
 special request..... 54
 stamped, when spoiled..... 72
 the right one 451
Erasures 591
Errors in letters 459
Exclamation point, uses of 430
Express orders, cost of..... 502
- Facts about Postal system.....74-94
Familiar notes..... 526
Figures..... 443
Filing letters..... 446
Folding of letters.....40-47
Foreign words..... 113
Forms, address and salutation, page 233
 Catholic..... page 237
Forms of Letters.....8, 597
Forwarding mail..... 578
French phrases..... 520
Friendship and business, in letters 470
Friendship, letters of, defined..... 5
- General Delivery, use of the words 51
Goods, letters ordering..... 493
 sent C. O. D..... 494
Grammatical accuracy..... 116
- Hasty answers..... 467
Heading..... 13
 at end of letter 475
Honorable, title of..... 571, 572
How to write for the press..... 509
Hyphen, rules for.....433, 434
- Indorsement of letters..... 464
Ink..... 12
Instant, use of..... 457
Insulting letters, answers to..... 444
Intermediate expressions..... 409
Interrogation point, uses of..... 429
Introduction to letters.....15-24
 models of..... 23
 use of titles in.....16, 17
- Introduction, residence 18
Introduction, letters of.....478-484
 delivery of..... 484
 length of..... 480
 praise in 481
 sealing 482
 superscription for..... 483
 whom to introduce..... 479
Introductory words 409
Inverted phrases or clauses 414
Invitations, wedding 521
Invoice, letters enclosing..... 507
- Jefferson, letter by 511
Junior, use of..... 452
- Language, of letters 110
 in general 592
- Letters, and receipt for money.. 492
 body of..... 24-29
 care of 446
 care in writing 449, 467
 classified 2-7
 complimentary close..... 31, 32
 conclusion of 30-39
 copying 447
 courtesy in 456
 defined..... 1
 diction and construction of..108-117
 dunning..... 471
 duplicated..... 594
 enclosing invoice 507
 enclosing remittance..... 495-506
 errors in 459
 filing 446
 folding of 40-47
 form of 8, 597
 friendship and business, mixed 470
 heading at end of..... 475
 heading of..... 13
 indorsement of 464
 inserting in envelopes..... 47
 introduction to 15-23
 language of 110
 legibility in superscription 52
 length of business letters 473
 materials for 9-12
 of application..... 485-488
 of condolence..... 511
 of congratulation 510
 of credit 489, 490
 of introduction..... 478-484
 of recommendation 491
 on steamships 82
 ordering goods 493
 paging 453

Letters, public.....	508, 509	Notes, familiar	526
recall of	64	Number, use of the word.....	51
sealing of	465	Official, cards	551
skeleton form of	8	titles	570
style of	117	Order of pages.....	474
superscription	48-58	Packages, when returned	56
to the Pope	page 240	Pages, order of	474
when returned to writer.....	54, 55	Paging	453
when sent to dead letter office.	54	Paper, size and color.....	9
Letter paper, folding of.....	41-43	Paragraphs	27, 477
Letter, typewritten form, pages	225, 227	Parenthesis, use of	424
Letter writers	439	Parenthetical words and phrases.	409
Lincoln, letter by	511	Parties.....	525, 526
Long sentences	461	Penmanship	29
Mail, cost of carrying.....	77	Pens	11
catcher, described	80	Period, uses of	428
forwarding	578	Petition, form of	page 236
safety of	89	to the Pope	page 240
stand, illustrated.....	page 153	Phrases, punct't'n of 409, 410, 412, 414	
unavailable	579	Pope, letters and petitions to..	page 240
Manifolding	594	Position, of parts of heading.....	13
Margin	26	in writing, illustrated	page 124
Master, use of	566	of introduction.....	16-18, 20
Materials.....	9-12	Postage on letters.....	61
Medicine, doctors of	567, 568	Postal information.....	62-94, 574-587
Memorial cards	550	Postal Cards, duns on	65
Mesdames, use of	556	cost of	92
Messrs., use of	555	general remarks	454
Mexico, mail to	585	how ordered.....	93
Military titles	573	unavailable	582
Miscellaneous hints	438-477	where made	92
Miss, use of	557, 559, 560	Post offices, new	76
Mister, use of	555, 559, 561	Postmasters, number of	75
Mistress, use of	556, 559, 560	Postscript	462
Misused words	118-386	Presentation cards	549
Models, for conclusion.....	32, 39	Present, obsolete use of	469
headings	13	Press, how to write for.....	509
introductions	23	Professional cards	551
superscriptions	49	Professor, use of title	564
Money Order, becomes invalid...	67	abuse of title	565
general information.....	501	Promptness in answering.....	468
indorsement	67	Proximo, use of	457
international	68	Public letters.....	508, 509
paying a	66	defined	4
Money by telegraph	504, 515	Punctuation	403-437
Name and title	16	importance of	405, 592
Naval titles	573	marks of	406
Neatness	28	of conclusion.....	38
New York, letters delivered.....	85	of heading.....	14
post office	83	of salutation.....	21
Night messages, in telegraphing.	514	Quotations, punctuation of... 417, 431	
Nota Bene.....	463	Railway divisions.....	81
Note paper, folding of.....	44-47		
Notes and cards.....	517-520		

- Railway mail service.....78-82
 Rates of telegraphing 513
 Recapitulation, in letters 445
 Receipts 492
 Recommendation, letters of 491
 Reference, marks of 437
 Registered letters, general remarks 503
 Registered mail 94, 586
 Regrets and acceptances..... 527-534
 Remittances 442
 letters accompanying 495-506
 Residence 18
 in heading 13
 in introduction 18
 in superscription..... 50
 Restrictive clauses, explained 419, 420
 Return card 54
 Reverend, use of..... 563
 Rules for capitals..... 388-402
- Salutation, forms of page 233**
 capitalization 22
 forms used 19, 448
 position of 19, 20
 punctuation 21
 Scholastic Titles... 562 and page 228
 Sealing letters 465
 Self-addressed envelopes 53
 Semicolon, uses of 426
 Senior, use of..... 452
 Sentences, in diction 115
 long 461
 Signatures, to letters..... 33, 476
 lady's 35
 official 36
 plainness 34
 Sisters of Charity ... 569 and page 240
 Skeleton letter 8
 Slang words 114
 Small words..... 112
 Social letters, defined 2
 Spacing with typewriter 596
 Special request envelopes..... 54
 Spelling 458, 592
 Stamp cancelling machines..... 84
 Stamps 59-61
 enclosing a 441
 how made..... 90
 how ordered..... 93
 position of 60, 61
 redemption 73
 special delivery 71, 581
 taken from stamped envelope.. 73
 where made 90
 Stamped envelopes, when spoiled 72
 where made 91
- State, name of on envelope..... 63
 Steamer, illustration of..... page 155
 letters on 82
 Stenographers, instruction for. 588-600
 Style, in letters..... 117
 Superscription 48-58
 arrangement and position of... 51
 capitalization 58
 extra attention to..... 69
 illustrated 50
 legibility 52
 punctuation 57
 Syllable divisions..... 593
- Telegrams 512-515
 Telegraphing money..... 504, 515
 Testimonials, how used 485
 Titles, classification of.... page 228
 abbreviations of..... page 228
 Catholic page 237
 diplomatic and consular.. page 232
 general discussion of..... 553-573
 in introduction 16
 in superscription..... 49
 military and naval..... page 231
 military and naval 573
 official 570
 of respect and courtesy.... page 228
 of service, ex-officio..... page 229
 on cards..... 545
 scholastic..... 562 and page 228
 social 554
 two or more 17
 when long..... 51
 when used 472
 Transcribing shorthand notes... 590
 Transient, use of the word..... 51
 Transportation of mail, cost 77
 Truthfulness, in correspondence. 450
 Typewriter, the..... 595
 Typewritten letter..... pages 225, 227
- Ultimo, use of..... 457
 Underlining in letters..... 460
 Unmailable matter..... 579
- Wedding, anniversaries..... 523
 announcements 522
 invitations 521
 Western Union Telegraph Co.... 515
 Words, division of 593
 foreign 113
 misused 118-386
 punctuation of series..... 411
 slang 114
 small 112

WRITE THEM A LETTER TONIGHT.

"Don't go to the theatre, lecture, or ball,
But stay in your room tonight;
Deny yourself to the friends that call,
And a good long letter write—
Write to the sad old folks at home,
Who sit when the day is done,
With folded hands and downcast eyes,
And think of the absent one—
Write them a letter tonight.

Don't selfishly scribble: 'Excuse my haste,
I've scarcely time to write,'
Lest their brooding thoughts go wandering back
To many a by-gone night,
When they lost their needed sleep and rest,
And every breath was a prayer,
That God would leave their delicate babe
To their tender love and care—
Write them a letter tonight.

Don't let them feel that you've no more need
Of their love and counsel wise;
For the heart grows strangely sensitive
When age has dimmed the eyes.
It might be well to let them believe
You never forgot them quite—
That you deemed it a pleasure when far away.
Long letters home to write. Then—
Write them a letter tonight.

Don't think that the young and giddy friends
Who make your pastimes gay
Have half the anxious thoughts for you
That the old folks have today.
For the sad old folks at home,
With locks fast turning white,
Are longing to hear of the absent one—
Oh, write them a letter tonight."

To avoid fine, this book should be returned on
or before the date last stamped below

100-9-30

--	--	--

IX
4282
L863

BALCONY COLLEGE
CURRICULUM LIBRARY

LIBRARY, SCHOOL OF EDUCATION, STANFORD

590979

